GOLDSBORO CITY COUNCIL
REGULAR MEETING AGENDA
MONDAY, OCTOBER 18, 2021

(Please turn off, or silence, all cellphones upon entering the Council Chambers)

I. WORK SESSION–5:30 P.M. – COUNCIL CHAMBERS, 214 N. CENTER STREET
   1. ROLL CALL
   2. ADOPTION OF THE AGENDA
   3. OLD BUSINESS
   4. NEW BUSINESS

II. CALL TO ORDER – 7:00 P.M. – COUNCIL CHAMBERS, 214 N. CENTER STREET
   Invocation (Archbishop Anthony Slater - Tehillah Church Ministries)
   Pledge of Allegiance

III. ROLL CALL

IV. APPROVAL OF MINUTES (*Motion/Second)
   A. Minutes of the Work Session and Regular Meeting of October 4, 2021

V. PRESENTATIONS
   B. Resolution Expressing Appreciation to Thomas Howell for Service to the City of Goldsboro for More than 30 Years
   C. Resolution Expressing Appreciation to Michelle Daw for Service to the City of Goldsboro for More than 20 Years
   D. Goldsboro National Family Literacy Day Proclamation

VI. VACANT COUNCIL SEAT FOR DISTRICT 5 DISCUSSION
   E. The City Council will decide if they have enough information to vote on the appointment by motion, second, and majority vote. If so, the City Council will be provided a ballot listing the name of each candidate, and each council member will vote for ONE (1) candidate only. (Resolution 2021-64 and Exhibit A are attached.)

VII. PUBLIC HEARINGS (*Motion/Second)
   F. Z-10-21 County of Wayne (O&I-I to I-2) – North side of Wayne Memorial Drive and on the northeast corner of Eighth and Humphrey Streets (Planning)
   G. Z-11-21 County of Wayne (O&I-II to I-2) - East of Fourth Street between Clingman and Humphrey Streets. (Planning)
      Planning Commission Excused

VIII. PUBLIC COMMENT PERIOD

IX. CONSENT AGENDA ITEMS (*Motion/Second--Roll Call)
   H. Veterans Day Parade – Temporary Street Closure (Police)
   I. City of Goldsboro/Downtown Goldsboro 2021 Downtown Lights Up! – Temporary Street Closure (Police)
   J. Homebuyer Assistance Program Policy (Community Relations)
   K. Change Order Numbers 2, 4, 5, 6, 7, 21, and 31 for Phase IV Sewer Collection Rehabilitation (Formal Bid #2018-004) (Engineering)
   L. Contiguous Annexation Petition – Tiffany Gardens Phase I Located on the south side of Central Heights Road between N. Oak Forest Drive and Thoroughfare Road (Planning)
   M. Department Monthly Reports
IX. ITEMS REQUIRING INDIVIDUAL ACTION (*Motion/Second)
X. CITY MANAGER’S REPORT
XI. MAYOR AND COUNCILMEMBERS’ REPORTS AND RECOMMENDATIONS
XII. CLOSED SESSION
XIII. ADJOURN
MINUTES OF THE MEETING OF THE GOLDSBORO CITY COUNCIL
OCTOBER 4, 2021

WORK SESSION

The City Council of the City of Goldsboro, North Carolina, met in a Work Session in the Council Chambers, City Hall, 214 North Center Street, at 5:30 p.m. on October 4, 2021.

Call to Order. Mayor Ham called the meeting to order at 5:30 p.m.

Roll Call.

Present: Mayor David Ham, Presiding
Mayor Pro Tem Taj Polack
Councilmember Hiawatha Jones (participated remotely via Zoom)
Councilmember Bill Broadaway
Councilmember Brandi Matthews
Councilmember Gene Aycock
Ron Lawrence, City Attorney
Tim Salmon, City Manager
Laura Getz, City Clerk

Adoption of the Agenda. Upon motion of Councilmember Broadaway, seconded by Mayor Pro Tem Polack and unanimously carried, Council adopted the agenda. A roll call vote was conducted.

New Business.

District 5 Applicants Presentations. The following applicants made a presentation for the District 5 Councilmember position:

1. Charles P. Gaylor, IV
2. Phyllis Merritt-James

Following the presentations by each applicant, council was given the opportunity to ask questions. At the October 18, 2021 City Council meeting, the City Council will decide if they have enough information to vote on the appointment by motion, second, and majority vote.

Goldsboro AIA Regional Grants Presentation. Marty Anderson, City Engineer presented the following information:

City of Goldsboro and Regional Asset Inventory Assessment Grant Projects
NCDEQ Asset Inventory and Assessment (AIA) Grants

- The City of Goldsboro has been asked by the NC Department of Environmental Quality (DEQ), Division of Water Infrastructure (DWI), to oversee the AIA projects associated with the potential regionalization of waste water systems that are treated by the Goldsboro Water Reclamation Facility (WRF)
- The City Engineering Department will lead this effort in close coordination with the DWI, Wayne County and involved town governments (Eureka, Pikeville, and Fremont)

NCDEQ AIA Grants

- Grants are awarded to broaden the use of grant funds to encourage water and wastewater utilities to become more viable and more proactive in the management and financing of their systems
- Grants are limited to $150,000 each from the Wastewater Reserve or the Drinking Water Reserve, over a period of three years, to the same local government unit or nonprofit water corporation
- No match required for distressed utilities, as Goldsboro has been designated recently, but a grant fee of 1.5% will be invoiced with each grant offer
- Eligible Projects
  o Asset Inventory
  o Condition Assessment of critical assets
  o Other components of critical assets
  o Merger and Regionalization feasibility studies
NCDEQ AIA Grants
- Eligible Project Components
  - GPS location and inventory of utilities
  - GIS data acquisition, assessment and database design
  - Closed circuit TV (CCTV) and Sewer System Evaluation Survey (SSES) of sewer assets
  - Asset inventory & assessment utilizing GIS database
  - Hydraulic modeling (water only)
  - Asset management plan
  - CIP development and financial analysis
  - Merger and regionalization feasibility

Fall 2021 AIA Grant Recipients
- Wayne County
  - $150,000 (Sewer)
- Goldsboro
  - $150,000 (Sewer)
  - $150,000 (Water)
  - $100,000 (Merger/Regionalization)
- Fremont
  - $150,000 (Sewer)
  - $150,000 (Water)
- Pikeville
  - $150,000 (Sewer)
  - $150,000 (Water)
- Eureka
  - $150,000 (Sewer)
- Total for All = $1.3M

What’s Next
- Upcoming engineering services contract with CDM Smith for AIA work
  - Required Goldsboro scope of work due October 16, 2021
  - Required Merger/Regionalization scope of work due October 16, 2021
  - Waiting on engineering services proposal; anticipating < $5k
- Timeline TBD following AIA scope of work completion and DWI approval

Questions?
Council discussed the regionalization presentation with Mr. Anderson.

2022 Citizen’s Academy Presentation. Octavius Murphy, Assistant to the City Manager presented the following information:

Purpose
The City of Goldsboro Citizen’s Academy is an interactive and educational program designed to enlighten residents about the City’s history and governmental process and to improve and enhance communication with residents. Participants will get a “behind-the-scenes” look at City services and the employees who provide those services every day.

Goals
The program is designed to give participants knowledge of how City government works, how it impacts their daily lives and to create informed and knowledgeable ambassadors for the City who will be able to:
- Utilize the knowledge they gain in their everyday lives and interactions with neighbors and/or business associates and customers.
- Become an informed neighborhood leader with the ability to answer questions about City services and who to call.
- Utilize the knowledge gained to become more involved in the community; to prepare for an appointment to a City board or commission; or, to run for elected office.

Attendance
A person must attend six out of the eight sessions: if the session is not completed he/she may return to make up the missed session during the next Citizen Academy.
Graduation
Upon completion, the individual will receive a certificate and recognition at a Goldsboro City Council meeting.

Application process
To be considered for the 2022 program, each participant must provide a completed application. Application deadline is at 5pm on Friday, October 29, 2021. The steering committee will review all applications and make the final selection of participants for the 2022 Citizen’s Academy. The class will consist of 80% City of Goldsboro residents and 20% Wayne County residents with a class size of 20 participants.

Selection Process
- Districts – require equal representation – max. 3 per district.
- First to apply is considered first.
- Selection committee will review all applications to determine eligibility. The selection committee (7):
  - CoG staff (3)
  - Community (4)

2022 Schedule
- January 13: Introduction to City of Goldsboro (Tim Salmon, City Manager)
- January 20: Planning, Engineering and Inspection (Department Heads)
- January 27: Community Relations and Downtown Development (Department Heads)
- February 3: Parks & Recreation, Paramount Theatre & GEC and Travel and Tourism (Department Heads)

2022 Schedule continued...
- February 10: Human Resources, Finance and IT (Department Heads)
- February 17: Fire and Police (Department Heads)
- February 24: Public Works and Public Utilities (Department Heads)
- March 3: Graduation

Evaluation
THE CITIZEN’S ACADEMY EVALUATION
(Presenters/History of Goldsboro/Virtual Experience)
Place a check in each space that indicates your assessment of Session 1

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<tr>
<th>Consent Agenda Review</th>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Poor</th>
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<td>SU-9-21 Christopher and Elondia Grant (120 E. Mulberry Street) – Subject property is located on the north side of E. Mulberry Street between Center Street and John Street. Council discussed options for</td>
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the hookah lounge in downtown and North Carolina General Statute concerning the limitations for the hookah lounge with Mr. Ken Talton, Interim Planning Director.

**Closed Session Held.** Upon motion of Councilmember Broadaway, seconded by Mayor Pro Tem Polack and unanimously carried, Council convened into Closed Session to discuss a personnel and litigation matter. A roll call vote was conducted.

Council came out of Closed Session.

There being no further business, the meeting recessed until 7:00 p.m.

**CITY COUNCIL MEETING**

The City Council of the City of Goldsboro, North Carolina, met in regular session in Council Chambers, City Hall, 214 North Center Street, at 7:00 p.m. on October 4, 2021.

Mayor Ham called the meeting to order at 7:00 p.m.

Pastor Stanley Kelly with Fellowship Baptist Church provided the invocation. The Pledge of Allegiance followed.

**Roll Call.**

Present: Mayor David Ham, Presiding Mayor Pro Tem Taj Polack Councilmember Hiawatha Jones (participated remotely via Zoom) Councilmember Bill Broadaway Councilmember Brandi Matthews Councilmember Gene Aycock

**Approval of Minutes.** Mayor Pro Tem Polack made a motion to approve the minutes of the Work Session and Regular Meeting of September 20, 2021. The motion was seconded by Councilmember Aycock and unanimously carried. A roll call vote was conducted.

**Public Comment Period.** Mayor Ham opened the public comment period. The following person spoke:

1. Willie Smith with AARP local 381 stated he would be attending city council meetings.

No one else spoke and the public comment period was closed.

**Consent Agenda - Approved as Recommended.** City Manager Tim Salmon presented the Consent Agenda. All items were considered to be routine and could be enacted simultaneously with one motion and a roll call vote. If a Councilmember so requested, any item(s) could be removed from the Consent Agenda and discussed and considered separately. In that event, the remaining item(s) on the Consent Agenda would be acted on with one motion and roll call vote. Councilmember Aycock moved the items on the Consent Agenda, Items B and C be approved as recommended by staff. The motion was seconded by Councilmember Broadaway. Mayor Pro Tem Polack asked that the following be clarified: Item B is denied without prejudice and those individuals are able to come back. A roll call vote resulted in Mayor Ham, Mayor Pro Tem Polack, Councilmembers Jones, Broadaway and Aycock voting in favor of the motion and Councilmember Matthews voting against the motion.

The items on the Consent Agenda were as follows:

**SU-9-21 Christopher and Elondia Grant (120 E. Mulberry Street) – Subject property is located on the north side of E. Mulberry Street between Center Street and John Street. Order Denied.** The applicant is requesting a Special Use Permit to allow the operation of a Place of Entertainment (Hookah Lounge) with ABC permits.

Frontage: 25.68 ft.
Depth: 90.00 ft.
Area: 2,311 sq. ft.
The applicant has proposed to up-fit an existing one-story concrete commercial building for the operation of a Hookah Lounge.

Since the site is located within the Historic District, any exterior improvements to the building will be required to receive a Certificate of Appropriateness from the Historic District Commission.

The property was previously occupied as a restaurant.

The applicant’s floor plan indicates 14 Hookah Tables that will accommodate up to 56 seats/occupants, a retail area and a bar area which accommodates for eight occupants. Restrooms, storage area and a Hookah prep area are also included within the proposed place of entertainment.

Days/hours of Operation: Monday – Friday
6:00 p.m. – 12:00 a.m.
Saturday – Sunday
12:00 pm – 12:00 a.m.
Employees: 6

The Unified Development Ordinance specifies that required parking standards would not apply in the Central Business District within an area bounded by the south side of Ash Street, the east side George Street, the north side of Chestnut Street and the west side of William Street. Since the subject site is located within this area, no off-street parking is required.

There shall be no more than two such establishments, with the exception of microbreweries, located per City block, defined as the length of street between two intersections. If City Council were to approve the requested Place of Entertainment with ABC permits, no other place of entertainment would be permitted within this city block as one place of entertainment currently exist at 110 E. Mulberry Street, approved by City Council on August 3, 2020.

At the public hearing held September 20, 2021, the applicants spoke in favor of the request. In addition, Justin Thomas was present to speak in favor of the request. No one was present to speak in opposition to the request. The Planning Commission at their meeting held September 27, 2021 recommended denial without prejudice the Special Use Permit for the operation of a place of entertainment (Hookah Lounge) with ABC Permits as the request does not meet requirements of NCGS 130A-496 (b)(2) regarding “free standing” structures.

It was recommended that Council accept the recommendation of the Planning Commission and adopt an Order denying the Special Use Permit #SU-9-21 for the operation of a place of entertainment (Hookah Lounge) with ABC Permits due to the fact that the request does not meet requirements of NCGS 130A-496 (b)(2) regarding “free standing” structures, and; if the Special Use Permit #SU-9-21 were issued, the development could materially endanger the public health or welfare; or if the Special Use Permit #SU-9-21 were issued, the development could substantially injure the beneficial use of adjoining or abutting property. Consent Agenda Approval. Aycock/Broadaway (5 Ayes:1 Nay)

**UDO-2-21 I&B-P-1 Special Use Permit Addition - Unified Development Ordinance Amendments.** The City of Goldsboro first adopted its Unified Development Ordinance (UDO) in 2005 and has amended it from time to time over the past 15 years. Most recently the City Council approved a major amendment to the Unified Development at their June 7, 2021 meeting to comply with the Chapter 160D NC General Assembly’s regulations.

Currently, the proposed changes for consideration are “Minor Text Amendments” to Article 5 within the UDO under Sections 5.4, 5.5, 5.5.4M and 5.5.4EE as follows:

- Section 5.4 Table of Permitted Uses;
• Section 5.5 Supplemental Use Regulations;
• Subsection 5.5.4M Community Sensitive Heavy Industrial Uses; and
• Subsection 5.5.4EE Storage or Treatment of Hazardous/Chemical Material.

Proposed changes are to reflect the addition of Chemical products manufacturing/processing and Storage or treatment of hazardous materials or chemicals uses as a special use within the Industrial and Business Park (I&BP-1) zoning district.

A Notice of Public Hearing listing all the Sections of the UDO under consideration for amendment was advertised for two consecutive weeks in the newspaper and posted on the City’s website for review.

Minor changes, which are included for possible amendment include:

1. Amending Section 5.4 Table of Permitted Uses by allowing both Chemical products manufacturing/processing and Storage or treatment of hazardous materials or chemical uses as a special use in the Industrial and Business Park (I&BP-1) zoning district;
2. Amending Section 5.5 Supplemental Use Regulations by adding to Subsections 5.5.4M and 5.5.4EE, Industrial and Business Park (I&BP) zoning district, as a permitted district for the use of Community Sensitive Heavy Industrial Uses (5.5.4M) and Storage or Treatment of Hazardous/Chemical Materials (5.5.4EE).

At the public hearing held September 20, 2021, no one spoke in favor or in opposition to the request.

The Planning Commission at their meeting held September 27, 2021 recommended approval of the City of Goldsboro’s Unified Development Ordinance (UDO) to reflect the minor text amendments to Article 5, Sections 5.4, 5.5, 5.5.4M and 5.5.4EE.

It was recommended that Council accept the recommendation of the Planning Commission and adopt an Ordinance amending the City of Goldsboro’s Unified Development Ordinance (UDO) to reflect the minor text amendments to Article 5, Sections 5.4, 5.5, 5.5.4M and 5.5.4EE. Consent Agenda Approval. Aycock/Broadaway (5 Ayes: 1 Nay)

ORDINANCE NO. 2021-34 “AN ORDINANCE AMENDING ARTICLE 5, SECTIONS 5.4, 5.5, 5.5.4M AND 5.5.4EE RELATIVE TO I&BP-1 ZONING DISTRICT PERMITTED USES AND SUPPLEMENTAL REGULATIONS IN THE UNIFIED DEVELOPMENT ORDINANCE FOR THE CITY OF GOLDSBORO, NORTH CAROLINA, AND ITS EXTRATERRITORIAL JURISDICTION”

End of Consent Agenda.

City Manager’s Report. Tim Salmon recognized the Community Relations Department for holding a recent suicide vigil. He also spoke about the USTA tournament being held on October 7-10, Ride the City, which will be held on October 16th and recognized Mark Blizzard, City Nurse for being chosen as the 2021 Best of the Boot-Wayne County Government Employee.

Mayor and Councilmembers’ Reports and Recommendation.

Halloween Proclamation 2021. Mayor Ham proclaimed SAFETY FIRST ON HALLOWEEN and encouraged all citizens of Goldsboro to promote and observe safety guidelines from 6:00 p.m. to 8:00 p.m. on Sunday, October 31, 2021.

Councilmember Broadaway shared comments concerning the passing of Bill Edgerton, local Goldsboro resident.

Mayor Pro Tem Polack shared comments concerning the pandemic. He shared that on October 15 there will be a Father-Son Ball at the Terrace Room and shared comments concerning the passing of DaShaunti Waters and condolences to his father.

Councilmember Matthews had no comment.
Councilmember Aycock shared comments concerning the passing of Bill Edgerton, local Goldsboro resident.

Councilmember Jones had no comment.

Mayor Ham shared comments concerning the passing of Bill Edgerton, local Goldsboro resident.

The meeting adjourned at 7:13 p.m.

David Ham
Mayor

Laura Getz, MMC/NCCMC
City Clerk
WHEREAS, Thomas Howell retires on November 1, 2021 as a Custodian with the Parks and Recreation Department of the City of Goldsboro with more than 30 years of service; and

WHEREAS, Thomas began his career on November 8, 1990 as a Temporary Night Attendant with the Parks and Recreation Department in the City of Goldsboro; and

WHEREAS, on March 27, 1991, Thomas was promoted to Custodian with the Parks and Recreation Department; and

WHEREAS, on December 20, 1995, Thomas was promoted Laborer II with the Parks and Recreation Department; and

WHEREAS, Thomas held several positions during his tenure with the City of Goldsboro to include: Equipment Operator, Motor Equipment Operator, Fleet Service Technician, and Laborer; and

WHEREAS, on August 22, 2005, Thomas took a leave of absence to serve his country in the United States Army; and

WHEREAS, on October 27, 2010, Thomas returned from military leave to the position of Senior Maintenance Worker with the Parks and Recreation Department; and

WHEREAS, on June 29, 2011, Thomas’ position was reclassified as Park Technician with the Parks and Recreation Department; and

WHEREAS, on June 6, 2013, Thomas was promoted to Equipment Operator with the Public Works Department of the City of Goldsboro; and

WHEREAS, on April 7, 2014, Thomas was promoted to Sign Technician with the Public Works Department; and

WHEREAS, on August 28, 2019, Thomas was transferred to Custodian with the Parks and Recreation Department where he has served until his retirement; and

WHEREAS, Thomas has proven himself to be a dedicated and efficient public servant who has gained the admiration and respect of his fellow workers and the citizens of the City of Goldsboro; and

WHEREAS, the Mayor and City Council of the City of Goldsboro are desirous, on behalf of themselves, City employees and the citizens of the City of Goldsboro, of expressing to Thomas Howell their deep appreciation and gratitude for the service rendered by him to the City over the years.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Goldsboro, North Carolina that:

1. We express to Thomas our very best wishes for success, happiness, prosperity and good health in his future endeavors.

2. This Resolution shall be incorporated into the official Minutes of the City of Goldsboro, and shall be in full force and effect from and after this 18th day of October, 2021.

David Ham, Mayor

Attested by:

Laura Getz, City Clerk
RESOLUTION NO. 2021-74

RESOLUTION EXPRESSING APPRECIATION
FOR SERVICES RENDERED BY THOMAS HOWELL
AS AN EMPLOYEE OF THE CITY OF GOLDSBORO
FOR MORE THAN 30 YEARS

WHEREAS, Thomas Howell retires on November 1, 2021 as a Custodian with the Parks and Recreation Department of the City of Goldsboro with more than 30 years of service; and

WHEREAS, Thomas began his career on November 8, 1990 as a Temporary Night Attendant with the Parks and Recreation Department in the City of Goldsboro; and

WHEREAS, on March 27, 1991, Thomas was promoted to Custodian with the Parks and Recreation Department; and

WHEREAS, on December 20, 1995, Thomas was promoted Laborer II with the Parks and Recreation Department; and

WHEREAS, Thomas held several positions during his tenure with the City of Goldsboro to include: Equipment Operator, Motor Equipment Operator, Fleet Service Technician, and Laborer; and

WHEREAS, on August 22, 2005, Thomas took a leave of absence to serve his country in the United States Army; and

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WHEREAS, on April 7, 2014, Thomas was promoted to Sign Technician with the Public Works Department; and

WHEREAS, on August 28, 2019, Thomas was transferred to Custodian with the Parks and Recreation Department where he has served until his retirement; and

WHEREAS, Thomas has proven himself to be a dedicated and efficient public servant who has gained the admiration and respect of his fellow workers and the citizens of the City of Goldsboro; and

WHEREAS, the Mayor and City Council of the City of Goldsboro are desirous, on behalf of themselves, City employees and the citizens of the City of Goldsboro, of expressing to Thomas Howell their deep appreciation and gratitude for the service rendered by him to the City over the years.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Goldsboro, North Carolina that:

1. We express to Thomas our very best wishes for success, happiness, prosperity and good health in his future endeavors.

2. This Resolution shall be incorporated into the official Minutes of the City of Goldsboro, and shall be in full force and effect from and after this 18th day of October, 2021.

David Ham, Mayor
RESOLUTION NO. 2021-75

RESOLUTION EXPRESSING APPRECIATION
FOR SERVICES RENDERED BY MICHELLE DAW
AS AN EMPLOYEE OF THE CITY OF GOLDSBORO
FOR MORE THAN 20 YEARS

WHEREAS, Michelle Daw retires on November 1, 2021 as an Executive Assistant with the Public Utilities Department of the City of Goldsboro with more than 20 years of service; and

WHEREAS, Michelle began her career on August 15, 2001 as an Office Assistant with the Parks and Recreation Department; and

WHEREAS, on December 1, 2004, Michelle’s position was transferred to the City Manager’s Office; and

WHEREAS, on January 4, 2005, Michelle was promoted to Executive Secretary/City Clerk with the City Manager’s Office; and

WHEREAS, on May 9, 2007, Michelle transferred to Deputy City Clerk in the City Manager’s Office; and

WHEREAS, on March 18, 2010, Michelle was promoted to Administrative Assistant with the Public Utilities Department; and

WHEREAS, on January 8, 2014, Michelle’s position was reclassified to Executive Assistant with the Public Utilities Department where she has served until her retirement; and

WHEREAS, Michelle has proven herself to be a dedicated and efficient public servant who has gained the admiration and respect of her co-workers and the citizens of the City of Goldsboro; and

WHEREAS, the Mayor and City Council of the City of Goldsboro are desirous, on behalf of themselves, City employees and the citizens of the City of Goldsboro, of expressing to Michelle Daw their deep appreciation and gratitude for the service rendered by her to the City over the years.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Goldsboro, North Carolina that:

1. We express to Michelle our very best wishes for success, happiness, prosperity and good health in her future endeavors.

2. This Resolution shall be incorporated into the official Minutes of the City of Goldsboro, and shall be in full force and effect from and after this 18th day of October, 2021.

__________________________________________
David Ham, Mayor

Attested by:

Laura Getz, City Clerk
RESOLUTION NO. 2021-75

RESOLUTION EXPRESSING APPRECIATION
FOR SERVICES RENDERED BY MICHELLE DAW
AS AN EMPLOYEE OF THE CITY OF GOLDSBORO
FOR MORE THAN 20 YEARS

WHEREAS, Michelle Daw retires on November 1, 2021 as an Executive Assistant with the Public Utilities Department of the City of Goldsboro with more than 20 years of service; and

WHEREAS, Michelle began her career on August 15, 2001 as an Office Assistant with the Parks and Recreation Department; and

WHEREAS, on December 1, 2004, Michelle’s position was transferred to the City Manager’s Office; and

WHEREAS, on January 4, 2005, Michelle was promoted to Executive Secretary/City Clerk with the City Manager’s Office; and

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WHEREAS, on March 18, 2010, Michelle was promoted to Administrative Assistant with the Public Utilities Department; and

WHEREAS, on January 8, 2014, Michelle’s position was reclassified to Executive Assistant with the Public Utilities Department where she has served until her retirement; and

WHEREAS, Michelle has proven herself to be a dedicated and efficient public servant who has gained the admiration and respect of her co-workers and the citizens of the City of Goldsboro; and

WHEREAS, the Mayor and City Council of the City of Goldsboro are desirous, on behalf of themselves, City employees and the citizens of the City of Goldsboro, of expressing to Michelle Daw their deep appreciation and gratitude for the service rendered by her to the City over the years.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Goldsboro, North Carolina that:

1. We express to Michelle our very best wishes for success, happiness, prosperity and good health in her future endeavors.

2. This Resolution shall be incorporated into the official Minutes of the City of Goldsboro, and shall be in full force and effect from and after this 18th day of October, 2021.

[Signature]
David Han, Mayor
Goldsboro National Family Literacy Day
Proclamation

WHEREAS, National Family Literacy Day, established by the 103rd Congress in 1994, and now marking its 27th anniversary on November 1, 2021, highlights the importance of reading and learning for the entire family and emphasizes the impact that parents and guardians have on their child’s learning; and

WHEREAS, this day is celebrated across America each year, and focuses on special activities and events that showcase the importance of family literacy programs that empower families and build a nation of readers; and

WHEREAS, literacy programs across the United States will observe National Family Literacy Day by holding read aloud storytimes, reading sessions, book drives, workshops and family activities at schools, libraries and community centers to encourage literacy; and

WHEREAS, as many as one in six adults struggle with reading and writing, and by learning to read, individuals can gain self-respect and confidence and strive toward goals that otherwise would not be achievable; and

WHEREAS, the National Society of the Daughters of the American Revolution is a nonprofit, nonpolitical volunteer women’s service organization dedicated to promoting patriotism, preserving American history and securing America’s future through better education for children and adults; and

WHEREAS, education being one of the cornerstones of the National Society of the Daughters of the American Revolution, the David Williams Chapter, Goldsboro, North Carolina is committed to increasing literacy by promoting and supporting literacy programs.

NOW, THEREFORE, I, David Ham, Mayor of the City of Goldsboro, North Carolina, do hereby proclaim November 1, 2021 as

National Family Literacy Day

in Goldsboro, North Carolina, and enthusiastically endorse the David Williams Chapter NSDAR’s National Family Literacy Day and recommit our City to engage in programs and activities to make children and adults in Goldsboro the best readers in North Carolina.

IN WITNESS, WHEREOF, I have hereunto set my hand and affixed the Seal of the City of Goldsboro, North Carolina, this 18th day of October, 2021.

David Ham, Mayor
EXHIBIT A
PROCEDURE FOR FILLING VACANT COUNCIL SEAT FOR DISTRICT 5 OF THE GOLDSBORO CITY COUNCIL

1. After the creation of a vacancy for District 5, such being effective September 7, 2021, the City Clerk will immediately cause the vacant seat to be advertised in The Goldsboro News-Argus and on the City of Goldsboro’s website indicating the appointment process and the following eligibility requirements as described in Article VI of the North Carolina Constitution and the City of Goldsboro’s Code of Ordinances Section 3:5:

   A. Be a qualified voter in the City of Goldsboro.

   B. Be at least 21 years of age and not adjudged a felon not having had their rights restored.

   C. Currently live within the boundaries of District 5 and having done so for at least the past thirty (30) days.

Interested citizens meeting these requirements can pick up the application form from the City Clerk’s office at City Hall, 200 N. Center Street, Goldsboro, NC or download it from the city’s website at www.goldsboronc.gov. Any potential applicant is encouraged to check the District 5 boundaries while at City Hall to make sure they reside within the district before submitting an application. Completed applications must be returned to the City Clerk’s office by 5:00 p.m. on Friday, September 17, 2021. Applications not received by that date will not be considered (placing it in the mail by then does not constitute receipt by the City unless it is in the physical custody of the staff of the office of the City Clerk, located within the City Manager and Mayor’s offices, 2nd floor, Friday, September 17, 2021).

2. The City Clerk will hold the sealed applications until the deadline date. After the deadline, the City Manager and City Clerk will open the sealed envelopes and verify that each applicant meets the qualifications addressed above. They will forward scanned copies of the contents to each member of the City Council on Friday, September 17, 2021. The names of applicants shall be released to the news media upon request after the applications have been distributed to the City Council. Applicants are advised that the applications and therefore any information provided on the said applications are subject to disclosure upon a proper public records request. The City Clerk will notify the Council and the media on Monday, September 20, 2021 if any of the applicants do not meet the requirements.

3. The City Council at the regular City Council meeting scheduled for October 4, 2021, will hear presentations by each qualified applicant. Each applicant will be given up to ten (10) minutes to make a presentation on their qualifications for the office and their vision for Goldsboro. The presentations will be followed by questions from members of the City Council.

4. At the October 18, 2021 City Council meeting, the City Council will decide if they have enough information to vote on the appointment by motion, second, and majority vote. If so,
the City Council will be provided a ballot listing the name of each candidate, and each council member will vote for ONE (1) candidate only.

5. The ballots shall be passed to the City Clerk, who will announce the vote by reading aloud each ballot with the name and vote of the Mayor and each council member.

6. If any candidate receives at least 4 total votes on the ballots, that person is “appointed” and shall fill the seat.

7. If no candidate gets more than 3 votes, then the 2 applicants receiving the most votes will advance to a second ballot, in the same format as the first round.

8. However, if as a result of said initial vote there is a tie that occurs between two or more candidates making it such that there are not only 2 applicants with the most votes, then if there is one applicant that receives the most votes, that applicant will move to the next round of voting, and the council will then vote by ballot on the remaining applicants so tied and the applicant between those such applicants that receives the highest votes will move to the second round of voting.

9. If, however as a result of the first round of voting 3 applicants are tied with two votes each, then a new ballot will be issued by the Clerk to the council members with those 3 applicants thereon, the council shall vote, and follow the above procedures until there are 2 candidates with the greatest number of votes; BUT if one of those 3 receive at least 4 votes during that round of voting, then that person would be “appointed” and shall fill the seat.

10. Each round of balloting and voting shall be conducted exactly as the first round.

11. Once any candidate gets at least 4 votes, that person is the choice, and may be sworn in at the beginning of the next Council meeting.

12. At any time, if no candidate has received at least 4 votes, the Council, upon proper motion, second and majority vote, may suspend the selection process, and return to further consideration of filling this vacancy at Council’s next meeting.

13. Additionally, at any time during the appointment process, upon motion, second and majority vote, the Council may vote to delay the vote on appointment to another date; and may re-open the application process to consider other interested candidates and shall set application deadlines consistent with the process above.
RESOLUTION NO. 2021-64

RESOLUTION OF THE GOLDSBORO CITY COUNCIL ESTABLISHING A PROCEDURE FOR FILLING A VACANT COUNCIL SEAT

WHEREAS, David Ham, the duly elected council member representing District 5 of the City of Goldsboro on its City Council has tendered his written resignation dated September 7, 2021 from his seat as the council member representing said district due to being appointed as Mayor of the City of Goldsboro; and

WHEREAS, the City Council of the City of Goldsboro accepted his said resignation during its regularly scheduled meeting of September 7, 2021 and, as a result, hereby declares that the seat for the representation of District 5 is vacant; and

WHEREAS, as a result of said vacancy, the Code of Ordinances, and the General Statutes of the State of North Carolina state that the Council, by majority vote, shall appoint a qualified candidate to fill said vacancy for the remainder of the term of said council member; i.e. until the next general election, which will be held on November 7, 2023; and

WHEREAS, neither the Code of Ordinances nor the General Statutes contain a specific procedure for said appointment, therefore, it is necessary and good practice to establish a procedure so the City, all council members and potentially interested candidates, have a procedure that will guide all for the said appointment; and

WHEREAS, it is necessary that a Resolution be enacted to establish procedures for such appointment, and that such are attached hereto as Exhibit A setting forth said procedures and is made a part hereof.

NOW, THEREFORE, BE IT RESOLVED by the City Council for the City of Goldsboro, North Carolina that:

1. The seat for District 5 of the Goldsboro City Council is vacant effective September 7, 2021, and shall be filled by the Council by majority vote.

2. For the proper and consistent application of the Code of Ordinances and the General Statutes of the State of North Carolina for the filling of the vacancy of said seat for District 5 representation on the City Council, procedures for any appointment to fill said vacancy should be adopted and that such is necessary for the proper functioning of the Council.
3. Exhibit A attached hereto sets forth said procedure and is hereby adopted as the procedure for the appointment of the vacancy of the representative seat for District 5 of the Goldsboro City Council.

4. This resolution and Exhibit A are hereby adopted and shall be inserted into the official minutes of the City Council of Goldsboro.

ADOPTED the 7th day of September, 2021.

David Ham
Mayor

Attested by:

Laura Getz
City Clerk
CITY OF GOLDSBORO
AGENDA MEMORANDUM
OCTOBER 18, 2021 COUNCIL MEETING

SUBJECT: PUBLIC HEARING
Z-10-21 County of Wayne (O&I-II to I-2) — North side of Wayne Memorial Drive and on the northeast corner of Eighth and Humphrey Streets.

BACKGROUND: The County of Wayne owns the subject property. Currently, the property serves as a fleet maintenance facility for County-owned vehicles and equipment.

DISCUSSION: The applicant requests to rezone the entire property from Office and Institutional (O&I-II) to General Industry (I-2). Currently, the present zoning classification is not compatible with existing development. In addition, the County desires to expand operations in the future for the existing site.

As previously stated, half of the subject property is used as a fleet maintenance facility. The other half of the property is undeveloped. If rezoned, any new improvements to the site will require site and landscape plans approved by City officials before construction permits can be issued in the future.

Frontage: 470.5 (Eighth St.)
Area: 150,118 sq. ft. or 3.44 acres

SURROUNDING ZONING:

North: General Business (GB)/Office and Institutional (O&I-2);
South: General Business (GB)/Neighborhood Business (NB);
East: General Business (GB); and
West: Residential (R-9)

Land Use Plan Recommendation: The City’s Land Use Plan recommends office and institutional development for the property.
Engineering: The subject property is not located in a Special Flood Hazard Area. City water and sewer utilities are available to serve the property.

RECOMMENDATION: No action necessary. The Planning Commission will have a recommendation for Goldsboro City Council at their regularly scheduled meeting on November 1, 2021.

Date: 10/13/21

Interim Planning Director

Date: 10/13/21

City Manager
Z-10-21 COUNTY OF WAYNE
OFFICE & INSTITUTIONAL (O&I-2) TO GENERAL INDUSTRY (I-2)

REZONING REQUEST:
CASE NO: Z-10-2021
OWNER: COUNTY OF WAYNE
APPLICANT: COUNTY OF WAYNE
REQUEST: FROM O&I-2 TO I-2
LOCATION: 908 EIGHTH ST.
PIN #: 3600508489

GOLDSBORO
BE MORE. DO MORE. SEYMOUR
North Carolina

The data represented on this map has been compiled by the best methods available. Accuracy is contingent upon the source information as compiled by various agencies and departments both internal and external to the City of Goldsboro, NC. Users of the data represented on this map are hereby notified that the primary information sources should be consulted for verification of the information contained herein. The City of Goldsboro and the companies contracted to develop these data assume no legal responsibilities for the information or accuracy contained on this map. It is strictly forbidden to sell or reproduce these maps or data for any reason without the written consent of the City of Goldsboro.
Z-10-21 COUNTY OF WAYNE
OFFICE & INSTITUTIONAL (O&I- 2) TO GENERAL INDUSTRY (I-2)

REZONING REQUEST:
CASE NO: Z-10-2021
OWNER: COUNTY OF WAYNE
APPLICANT: COUNTY OF WAYNE
REQUEST: FROM O&I -2 TO I-2
LOCATION: 908 EIGHTH ST.
PIN #: 3600508489

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Z-10-21 COUNTY OF WAYNE
OFFICE & INSTITUTIONAL (O&I-2) TO GENERAL INDUSTRY (I-2)

REZONING REQUEST:
CASE NO: Z-10-2021
OWNER: COUNTY OF WAYNE
APPLICANT: COUNTY OF WAYNE
REQUEST: FROM O&I-2 TO I-2
LOCATION: 908 EIGHTH ST.
PIN #: 3600508489

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PUBLIC HEARING

Z-11-21 County of Wayne (O&I-II to I-2) – East of Fourth Street between Clingman and Humphrey Streets.

BACKGROUND: The County of Wayne owns the subject property. Currently, the property is occupied by the Wayne County Animal Services Adoption and Shelter Center and the new E-911 Communications Center.

DISCUSSION: The applicant requests to rezone the entire property from Office and Institutional (O&I-II) to General Industry (I-2). The County of Wayne seeks to expand County services and operations within the existing site. County leaders believe the present zoning classification would limit the use of the property for future planning and development purposes.

If rezoned, any new improvements to the site will require site and landscape plans approved by City officials before construction permits can be issued in the future.

Area: 920,746 sq. ft. or 21.13 acres

SURROUNDING ZONING:

North: General Industry (I-2)/Highway Business (HB)/Office and Institutional (O&I-1);
South: Residential (R-9);
East: Office and Institutional (O&I-II); and
West: General Industry (I-2)

Land Use Plan Recommendation: The City’s Land Use Plan recommends industrial, office and institutional and medium-density development for the property.

Engineering: The subject property is not located in a Special Flood Hazard Area. City water and sewer utilities are available to serve the property.
RECOMMENDATION: No action necessary. The Planning Commission will have a recommendation for Goldsboro City Council at their regularly scheduled meeting on November 1, 2021.

Date: 10/13/21

Interim Planning Director

Date: 10/13/21

City Manager
Z-11-21 COUNTY OF WAYNE
OFFICE & INSTITUTIONAL (O&I-2) TO GENERAL INDUSTRY (I-2)

REZONING REQUEST:
CASE NO.: Z-11-2021
OWNER: COUNTY OF WAYNE
APPLICANT: COUNTY OF WAYNE
REQUEST: FROM O&I-2 TO I-2
LOCATION: CLINGMAN ST & HUMPHREY ST.
PIN #: 3600407478

The data represented on this map has been compiled by the best methods available. Accuracy is contingent upon the source information as compiled by various agencies and departments both internal and external to the City of Goldsboro, NC. Users of the data represented on this map are hereby notified that the primary information sources should be consulted for verification of the information contained herein. The City of Goldsboro and the companies contracted to develop these data assume no legal responsibilities for the information or accuracy contained on this map. It is strictly forbidden to sell or reproduce these maps or data for any reason without the written consent of the City of Goldsboro.
Z-11-21 COUNTY OF WAYNE
OFFICE & INSTITUTIONAL (O&I-2) TO GENERAL INDUSTRY (I-2)

REZONING REQUEST:
CASE NO: Z-11-2021
OWNER: COUNTY OF WAYNE
APPLICANT: COUNTY OF WAYNE
REQUEST: FROM O&I-2 TO I-2
LOCATION: CLINGMAN ST & HUMPHREY ST.
PIN #: 3600407478

The data represented on this map has been compiled by the best methods available. Accuracy is contingent upon the source information as compiled by various agencies and departments both internal and external to the City of Goldsboro, NC. Users of the data represented on this map are hereby notified that the primary information sources should be consulted for verification of the information contained herein. The City of Goldsboro and the companies contracted to develop these data assume no legal responsibilities for the information or accuracy contained on this map. It is strictly forbidden to sell or reproduce these maps or data for any reason without the written consent of the City of Goldsboro.
Z-11-21 COUNTY OF WAYNE
OFFICE & INSTITUTIONAL (O&I-2) TO GENERAL INDUSTRY (I-2)

REZONING REQUEST:

CASE NO:       Z-11-2021
OWNER:        COUNTY OF WAYNE
APPLICANT:    COUNTY OF WAYNE
REQUEST:      FROM O&I-2 TO I-2
LOCATION:     CLINGMAN ST & HUMPHREY ST.
PIN #:        3600407478

The data represented on this map has been compiled by the best methods available. Accuracy is contingent upon the source information as compiled by various agencies and departments both internal and external to the City of Goldsboro, NC. Users of the data represented on this map are hereby notified that the primary information sources should be consulted for verification of the information contained herein. The City of Goldsboro and the companies contracted to develop these data assume no legal responsibilities for the information or accuracy contained on this map. It is strictly forbidden to sell or reproduce these maps or data for any reason without the written consent of the City of Goldsboro.
CITY OF GOLDSBORO
AGENDA MEMORANDUM
OCTOBER 18, 2021 COUNCIL MEETING

SUBJECT: Veterans Day Parade – Temporary Street Closure

BACKGROUND: The Annual Veterans Day Parade is a parade to Honor all US Military Veterans from all branches of the U.S. Armed Forces for their service. The parade is organized, coordinated, and sponsored by the Wayne County Veterans & Patriots Coalition.

DISCUSSION: The street closing request for Thursday, November 11, 2021 is as follows:

Parade Route: South on Center Street beginning at Ash Street to Pine Street; going around the traffic circle heading north on Center Street back to Ash Street, ending at Ash Street.

Staging Areas (streets closed for staging): Oak Street between James Street and William Street; Vine Street between James Street and William Street; Beech Street between Center Street and William Street; and Center Street from Oak and Ash Street and Center Street from Holly Street to Ash Street.

Additional Closures recommended by the Police Department to manage traffic flow will encompass: James Street from Oak Street to Ash Street; Ash Street from James Street to John Street; Mulberry Street from James Street to John Street; Walnut Street from James Street to John Street; Chestnut Street from James Street to John Street; Spruce Street from James Street to John Street; Pine Street from James Street to John Street; and Center Street at Elm Street.

Parking Restrictions: No parallel parking on Center Street from Pine Street to Ash Street.

The time requested for the street closing is from 7:00am to 4:00pm. Police have indicated that traffic will be restricted from 7:00am until 10:30am and all traffic stopped at 10:30am. The actual parade will begin at 11:00am and end at approximately 12:15pm.

As with all downtown events, affected city departments will be contacted and the following concerns are to be addressed:

1. All intersections remain open for Police Department traffic control.
2. A 14-foot fire lane is to be maintained to provide access for fire and emergency vehicles.
3. All activities, change in plans, etc., will be coordinated with the Police Department.
4. The Police and Fire Departments and Public Works Departments are to be involved in the logistical aspects of the Event.

RECOMMENDATION: By motion, grant the requested temporary street closures of the sections of Pine Street, Spruce Street, Center Street, Walnut Street, John Street, Mulberry Street, Ash Street, James Street, Chestnut Street, Oak Street, Vine Street, and Beech Street for the Veterans Day Parade route and staging area from 7:00am to 3:00pm on Thursday, November 11, 2021, as stated above.

Date: 9-30-21

Michael West
Mike West, Police Chief

Date: 10/12/21

Tim Salmon, City Manager
CITY OF GOLDSBORO
SPECIAL EVENTS/PARADE/STREET CLOSING
PERMIT APPLICATION

**In the event of a street closing or carnival, an application should be submitted at least 30 days prior to your parade or special event.

I. General Information

Type of Event: (please check all that apply)
- [X] Parade □ Run/Walk □ Festival □ Street Closure □ Carnival □ Other (explain): ________________

Event Name: VETERANS DAY PARADE

Event Date(s): Nov 11, 2021  Event Website: N/A

Inclement Weather/Rain Date(s): N/A

Description of Event (Please briefly describe the event.)

A PARADE TO HONOR OUR LOCAL VETERANS ON THE ANNUAL OBSERVANCE OF VETERANS DAY FOR 2021.

Requested Event Location: DOWN TOWN GOLDSBORO (CENTER STREET)

Event Start Time/End Time: 11 AM

Set-Up: Date & Time (start/end): 7 AM

Dismantle (Completion): Date & Time (start/end): 1500

Estimated Daily Attendance: 2000

Will this event require street closures? □ Yes □ No Closure Times 7 AM UNTIL PARADE END (PROB 12:30 PM)

If yes, please list the streets that you are requesting to be closed:
- 5 CENTER (ASH TO BEALE), NORTH CENTER (ASH TO HOLLY), OAK (JAMES TO MILL) WINE ST (JAMES TO WILLIAMS), BEECH ST (N CENTER TO N WILLIAMS)

II. Applicant and Sponsoring Organization Information

Sponsoring Organization Name: WAYNE COUNTY VETERANS AND PATRIOTS COALITION

Are you a non-profit? □ Yes □ No If yes, are you: □ 501c (3) □ 501c (6) □ Place of worship

Applicant Name: Crab Volker

Address: 1020 Braswell Rd

City: Goldsboro  State: NC Zip: 27530 Phone: 919 282 6673

Cell Phone: 919 482 6673 Email: phywprzldr@gmail.com

June 2021
III. Event Map

For Run/Walk/Parade/Carnival - FORMATION AREA LOCATION:  
North Center St

For Run/Walk/Parade/Carnival - STARTING POINT:  
Ash & Center St

For Run/Walk/Parade/Carnival - ENDING POINT:  
Ash & Center St

*Please provide a detailed map of your event, including race/walk/parade route(s), stage(s), inflatables, rides, booths, tents, parking, etc. (Please attach additional pages as needed.)

IV. RESTROOMS & SITE CLEANUP  
(Bathroom facilities are required for events lasting longer than two hours and must be ADA compliant.)

One Port-A-Jon is recommended per 100 people, and is based on event duration instead of number of participants.

How do you plan to handle restroom services? ☑ Portable Toilets ☐ Other
If portable toilets will be provided, please list the name/contact of the company:

PARKS PORTABLE TOILETS 4 TOILETS

If no portable toilets will be provided, how will these requirements be handled?

NA

How do you plan to remove garbage and/or recycling? (City receptacles must be requested separately no less than 30 days prior to the event. Contact the Public Works Department at 919-750-7450.)

SHOULD NOT BE MUCH GARBAGE

June 2021
V. Event Details: Please answer the following questions regarding your event.

☐ Yes ☐ No Does the event involve the sale of food?

☐ Yes ☐ No Does the event involve the sale of alcohol?
   If "YES" has the health department been notified?
   ▶ For events with food, a letter from the health department must be submitted 30 days prior to the event.
      o Health Department: (919) 731-1000
   ▶ The ABC Permit, issued by the NC ABC Commission, must be submitted to the Goldsboro Police Department prior to the event. The event permit will not be issued until the ABC Permit is submitted.
      o NC ABC Commission: (919) 779-0700

☐ Yes ☐ No Will there be musical entertainment at your event? Normal Parade Band
   Normal Parade Band
   Note: Any Live or Loud Music cannot begin prior to 10am, must end by 10pm and is subject to all city noise ordinances, unless approved in advance by the Goldsboro City Council. Please contact the City of Goldsboro Planning Department at 919-580-4333 for questions regarding City Ordinances.

☐ Yes ☐ No Will there be any tents or canopies in the proposed event site? If "YES", please provide the following information:
   ▶ Approximate Number of tents: ______
   ▶ Approximate Sizes: ______ x ______ ______
   ▶ Will any tent exceed 400 sq. feet in area? ☐ Yes ☐ No

Note: It is the renter’s responsibility to contact the Inspections Department to arrange for all tent inspections that are required by City of Goldsboro Ordinance. A permit is required when using any type of tent.
   * City of Goldsboro Inspections Department (919) 580-4385

☐ Yes ☐ No Will you require electrical hook-ups for this event? (Please note that electrical availability is limited.)

☐ Yes ☐ No Will admission fees be charged to attend this event?
   If "YES", provide the cost(s) of all tickets:

☐ Yes ☐ No Will fees be charged to vendors to participate in this event?
   If "YES", please provide the schedule of fees: ______ N/A ______

☐ Yes ☐ No Applicant has read, in its entirety, the City of Goldsboro Use of City-Owned Property for Special Events Policy. The Policy Regarding the Use of City-Owned Property for Special Events is available at http://www.goldsboronc.gov/special-events/.

*The temporary closing of a NC Department of Transportation Street would be at the discretion of the NC Department of Transportation.

VI. Miscellaneous:

Parking:
• How will overall patron parking be accommodated for this event? ______ Sides Street N Normal ______

Note: You may be required to provide a shuttle if the event places undue demands on surrounding parking areas.

June 2021
Special Information and Conditions of receiving a Special Event/Parade Permit:

**Insurance:**
General Liability Insurance coverage of at least $1 million that holds the City and its taxpayers harmless from claims arising out of operation of the event. This Proof of insurance or applicable rider MUST be attached before submitting. Contact your insurance provider for assistance. If the event requires additional insurance, the Finance Director will notify the Police Department and City Manager’s Office. Some events, such as carnivals, require a minimum of $5 million dollars in either general liability insurance or umbrella insurance coverage to be determined at the discretion of the city manager and shall be in place at the time such structure is to be occupied or such place of assembly is established for use by the public. The City shall be added as an additional insured on said policy for any and all relevant times to the operation and/or carnival presence.

**Application Fee:**
An application fee of $25.00 for special events and $50.00 for parades will be required at the time the application is submitted unless the permit is denied. This non-refundable fee is to be in the form of a check made payable to the City of Goldsboro.

**Event Cancellation:**
At this time, we do not anticipate canceling any events already permitted, however with ongoing national security concerns and the possible unavailability of city and police resources, this could occur. If this action is necessary, applicants will be given notice in a timely manner. New requests may be denied or adjusted for the same reason.

**Public Safety:**
The City of Goldsboro reserves the right to require security and medical personnel for your event.

**Police:** The Goldsboro Police Department shall determine the number of police officers needed to appropriately manage security, as well as the time when such services shall commence. The Applicant may be responsible for hiring and paying off-duty law enforcement officers, or reimbursing the City of Goldsboro for the costs of providing on-duty law enforcement officers, to appropriately manage the event. Please contact the City of Goldsboro’s Police Department Off-Duty Coordinator at 919-580-4236, option 3.

**Prohibited Items:**
No firearms or illegal drugs are allowed.

**Policy of Non-Discrimination:**
City facilities are available on a non-discriminatory basis. Appropriate activities need to accommodate individuals regardless of age, sex, race, color, religion, national origin, physical or mental disabilities, affection preference or marital status. The City of Goldsboro does not discriminate on the basis of disability in admission, access, treatment or employment in its programs or activities.

**Additional Rules Pertaining to Events:**
1. Vehicles will only be in designated parking areas.
2. All animals must be leashed as outlined in COG Code of Ordinances 91.15;91.18.
3. Applicant will respect neighboring property/business owners with respect to noise.
4. Applicant understands that it will not be the responsibility of the Police Department to relocate vehicles parked along any portions of the streets to be closed prior to the event.
5. Applicant is required to ensure the areas used are clean and free of debris. Please note that there will be a cleaning fee charged if the area is not clean.

**Alcoholic Beverages:**
*(If consumption of alcohol is planned on property for event, the following additional requirements MUST be met.)*
1. All necessary ABC permits must be issued by the State and copies are provided with this application.
2. Signs shall be posted and visible at all exit points at the special event stating that it is unlawful to remove alcoholic beverages in opened or sealed containers from the premises.
3. Areas where alcohol will be consumed, served or sold must clearly be defined and delineated on the premises by barricades, caution tape or other acceptable means.

June 2021
4. All necessary ABC permits must be issued by the State and copies provided with this application. Follow steps outlined at [www.abc.nc.gov/permits](http://www.abc.nc.gov/permits).

5. Off-duty law enforcement officers are required to be on-site if alcohol is present at the event. The number of officers required will be determined by the Goldsboro Police Department.

**Submitting this Special Event/Parade Permit Application does not provide permission to conduct your planned event. Please do not send out publicity, flyers, or other media prior to receiving confirmation of approval. Your confirmation will be in the form of a Permit, issued to the organization and/or person responsible for conducting the event.**

**For street closing applications: the Goldsboro Police Department will notify the applicant when the Goldsboro City Council has approved the permit.**

**Agreement**

I have read and understand this application and the requirements placed upon this applicant and organization. I agree to abide by the City of Goldsboro rules, regulations and ordinances should my permit application be approved. I will fulfill the requirements placed upon this permit application.

Authorized Signature: ___________________________ Date: ____________

Organization: ___________________________

Please return this application and all supporting documentation by email, mail or in person to:
Goldsboro Police Department
Community Police Services
204 S. Center Street
Goldsboro, NC 27530
spowers@goldsboronc.gov

CANCELLATION POLICY: Written notification of intent to cancel your event must be received in writing a minimum of 21 days prior to the scheduled event date to Sgt. Steven Powers at spowers@goldsboronc.gov

For Inner Office Use Only:

Goldsboro Police Department Representative

Date: ____________

Downtown Goldsboro Representative

Date: ____________

Finance Director

Date: ____________

City Manager's Signature
(Use of City Owned Lots/Non-Street Closings and Carnivals)

Date: ____________

June 2021
Special Event Release of Liability Waiver

The undersigned person is applying for Use of City-Owned Property for Special Event on behalf of Wayne County Veterans & Patriots Coalition from the City of Goldsboro and hereby agrees to indemnify and hold the City of Goldsboro, its officers, agents and employees harmless from all claims, liabilities, demands, expenses, of any nature or kind, expresses or implied, whether sounding in tort or in contract that may be asserted against the City, its officials, agents and employees by any person, firm, or corporation, that may arise out of any acts or omissions, active or passive, related to operating an event on the city’s property.

This the 21 day of September, 2021.

(SEAL)

(Applicant & Authorized Representative of Event)

This form must be completed, signed and returned with the completed application.
CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: O'Berry & Lewis, Inc.
PO Box 127
Goldsboro NC 27533

CONTACT NAME: Madison Martin
PHONE: 919 735 1237
FAX: 919 735 8819
EMAIL: madison@oberry-lewis.com
INSURER(S)
AFFORDING COVERAGE: West Bend Mutual Insurance Company

INSURED: Wayne County Veterans and Patriots Coalition Inc
P O Box 641
Goldsboro NC 28333

INSURER A: West Bend Mutual Insurance Company
INSURER B:
INSURER C:
INSURER D:
INSURER E:
INSURER F:

COVERAGE:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

<table>
<thead>
<tr>
<th>INSURER</th>
<th>TYPE OF INSURANCE</th>
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<td>DESCRIPTION OF OPERATIONS below</td>
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</table>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Re: Veterans Day Parade - November 11th, 2021

CERTIFICATE HOLDER

City of Goldsboro
204 S Center St
Goldsboro, NC 27530

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

MADISON MARTIN

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CITY OF GOLDSBORO
NORTH CAROLINA
POLICE DEPARTMENT

RECEIVED OF

FOR

NUMBER

TOTAL AMOUNT PAID

62886

$50.00

Veterans Day Parade
Special Events

Desk Sgt.
By:

2011
**CERTIFICATE OF LIABILITY INSURANCE**

**PRODUCER**
O'Berry & Lewis, Inc.
PO Box 127
Goldsboro NC 27533
www.oberry-lewis.com

**INSURED**
Wayne County Veterans and Patriots Coalition Inc
P.O. Box 841
Goldsboro NC 28333

**CONTACT**
Kitzi Bass
PHONE 919 735 1237
FAX 919 735 8819
EMAIL kitzib@oberry-lewis.com

**INSURER**
West Bend Mutual Insurance Company

**COVERAGES**

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<th>INSURER</th>
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**COMMERICAL GENERAL LIABILITY**

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<th>MED EXP (Any one person)</th>
<th>PERSONAL &amp; ADV INJURY</th>
<th>GENERAL AGGREGATE</th>
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**AUTOMOBILE LIABILITY**

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<th>BODILY INJURY (Per person)</th>
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<th>PROPERTY DAMAGE (Per accident)</th>
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**WORKERS COMPENSATION AND EMPLOYERS’ LIABILITY**

- ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? N/A
- If yes, describe under DESCRIPTION OF OPERATIONS below

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES**
Re: Veterans Day Parade - November 11th, 2021
Additional Insured: City of Goldsboro

**CERTIFICATE HOLDERS**

City of Goldsboro
204 S Center St
Goldsboro, NC 27530

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Kitzi Bass

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CITY OF GOLDSBORO
AGENDA MEMORANDUM
OCTOBER 18, 2021 COUNCIL MEETING

SUBJECT: City of Goldsboro/Downtown Goldsboro 2021 Downtown Lights Up! — Temporary Street Closure

BACKGROUND: The Downtown Lights Up! is an annual holiday event held downtown to celebrate the “flipping of the switch”, officially kicking off the holiday season.

DISCUSSION: This free, family-friendly event is a community favorite and attracts more than 5000 attendees each year. The events will be sponsored by the City of Goldsboro – Downtown Development and is schedule for Tuesday, November 23rd from 5pm – 8pm. The City of Goldsboro – Downtown Goldsboro is requesting the closure of the 100 and 200 blocks of North and South Center Street, excluding the southbound lane of the 200 block of South Center Street. The time of the closure for the 200 block of N. Center Street is from 9am – 8:30pm and the remainder of the closure will be from 4:15pm – 8:30pm.

As with all downtown events, affected city departments will be contacted and the following concerns are to be addressed:

1. All intersections remain open for Police Department traffic control.
2. A 14-foot fire lane is to be maintained to provide access for fire and emergency vehicles.
3. All activities, change in plans, etc., will be coordinated with the Police Department.
4. The Police and Fire Departments are to be involved in the logistical aspects of the Event.

RECOMMENDATION: By motion, grant the requested temporary closing of the 100 and 200 blocks of North and South Center Street, excluding the southbound lane of the 200 block of South Center Street as stated above.

Date: 10-6-21
Mike West, Police Chief

Date: 10/2/21
Tim Salmon, City Manager
CITY OF GOLDSBORO
SPECIAL EVENTS/PARADE/STREET CLOSING
PERMIT APPLICATION

**In the event of a street closing or carnival, an application should be submitted at least 30 days prior to your parade or special event.**

I. General Information

Type of Event: (please check all that apply)
- ☑ Parade
- ☑ Festival
- ☑ Street Closure
- ☐ Carnival
- ☐ Other (explain):

Event Name: Downtown Lights Up!

Event Date(s): Tuesday, November 23rd

Event Website:

Inclement Weather/Rain Date(s): N/A

Description of Event (Please briefly describe the event.)
Downtown Lights Up! is an annual holiday event held downtown to celebrate the "flipping of the switch" officially kicking off the holiday season. This free, family-friendly event is a community favorite and attracts more than 5000 attendees each year.

Requested Event Location: 100 & 200 Blocks of North and South Center Street, excluding southbound lane of 200 S Center St.

Event Start Time/End Time: Tuesday, November 23rd 5pm - 8pm

Set-Up: Date & Time (start/end): November 23rd, 9am (200 block of N Center only), 4:15 pm remaining closure

Dismantle (Completion): Date & Time (start/end): Tuesday, November 23rd 8:30 pm

Estimated Daily Attendance: 5000+

Will this event require street closures? ☑ Yes ☐ No

Closure Times: 8am- 200 block of N. Center
4:15pm- 100 & 200 block of S. Center & 100 block of N. Center

If yes, please list the streets that you are requesting to be closed:
100 & 200 Blocks of North and South Center Street, excluding southbound
Time of 200 S Center St. 4 spaces at John St. parking lot.

II. Applicant and Sponsoring Organization Information

Sponsoring Organization Name: City of Goldsboro- Downtown Development

Are you a non-profit? ☑ Yes ☐ No

If yes, are you: ☐ 501c (3) ☐ 501c (6) ☐ Place of worship

Applicant Name: Erin Fonseca

Title: Executive Director

Address: 219 N John St

City: Goldsboro

State: NC

Zip: 27530

Phone: 919-735-4959

Cell Phone: Email: efonseca@goldsboronc.gov

June 2021
III. Event Map

For Run/Walk/Parade/Carnival - FORMATION AREA LOCATION:

For Run/Walk/Parade/Carnivals - STARTING POINT:

For Run/Walk/Parade/Carnival - ENDING POINT:

*Please provide a detailed map of your event, including race/walk/parade route(s), stage(s), inflatables, rides, booths, tents, parking, etc. (Please attach additional pages as needed.)

IV. RESTROOMS & SITE CLEANUP (Bathroom facilities are required for events lasting longer than two hours and must be ADA compliant.)

One Port-A-Jon is recommended per 100 people, and is based on event duration instead of number of participants.

How do you plan to handle restroom services? □ Portable Toilets □ Other
If portable toilets will be provided, please list the name/contact of the company:
  Parks Portable Toilets

If no portable toilets will be provided, how will these requirements be handled?

How do you plan to remove garbage and/or recycling? (City receptacles must be requested separately no less than 30 days prior to the event. Contact the Public Works Department at 919-750-7450.)
□ City Receptacles
V. **Event Details:** Please answer the following questions regarding your event.

☑ Yes □ No Does the event involve the sale of food?
☑ Yes ☐ No Does the event involve the sale of alcohol?
If "YES" has the health department been notified?
  ➢ For events with food, a letter from the health department must be submitted 30 days prior to the event.
    o Health Department: (919) 731-1000
  ➢ The ABC Permit, issued by the NC ABC Commission, must be submitted to the Goldsboro Police Department prior to the event. The event permit will not be issued until the ABC Permit is submitted.
    o NC ABC Commission: (919) 779-0700

☑ Yes □ No Will there be musical entertainment at your event?
If "YES", please provide the following information:
  ➢ Amplification? ☑ Yes □ No

Note: Any Live or Loud Music cannot begin prior to 10am, must end by 10pm and is subject to all city noise ordinances, unless approved in advance by the Goldsboro City Council. Please contact the City of Goldsboro Planning Department at 919-580-4333 for questions regarding City Ordinances.

☑ Yes □ No Will there be any tents or canopies in the proposed event site? If "YES", please provide the following information:
  ➢ Approximate Number of tents: 30
  ➢ Approximate Sizes: 10X10
  ➢ Will any tent exceed 400 sq. feet in area? □ Yes ☑ No

Note: It is the renter’s responsibility to contact the Inspections Department to arrange for all tent inspections that are required by City of Goldsboro ordinance. A permit is required when using any type of tent.

  ☑ Yes □ No Will you require electrical hook-ups for this event? (Please note that electrical availability is limited.)

☑ Yes ☐ No Will admission fees be charged to attend this event?
If "YES", provide the cost(s) of all tickets:

☑ Yes □ No Will fees be charged to vendors to participate in this event?
If "YES", please provide the schedule of fees: $100 - food trucks only. Very limited # of vendors allowed on South end of festival footprint.

☑ Yes □ No Applicant has read, in its entirety, the City of Goldsboro Use of City-Owned Property for Special Events Policy. The Policy Regarding the Use of City-Owned Property for Special Events is available at http://www.goldboronc.gov/special-events/.

*The temporary closing of a NC Department of Transportation Street would be at the discretion of the NC Department of Transportation.*

VI. **Miscellaneous:**

**Parking:**

- How will overall patron parking be accommodated for this event? Public parking lots and spaces.

Note: You may be required to provide a shuttle if the event places undue demands on surrounding parking areas.
Special Information and Conditions of receiving a Special Event/Parade Permit:

Insurance:
General Liability Insurance coverage of at least $1 million that holds the City and its taxpayers harmless from claims arising out of operation of the event. This Proof of insurance or applicable rider MUST be attached before submitting. Contact your insurance provider for assistance. If the event requires additional insurance, the Finance Director will notify the Police Department and City Manager’s Office. Some events, such as carnivals, require a minimum of $5 million dollars in either general liability insurance or umbrella insurance coverage to be determined at the discretion of the city manager and shall be in place at the time such structure is to be occupied or such place of assembly is established for use by the public. The City shall be added as an additional insured on said policy for any and all relevant times to the operation and/or carnival presence.

Application Fee:
An application fee of $25.00 for special events and $50.00 for parades will be required at the time the application is submitted unless the permit is denied. This non-refundable fee is to be in the form of a check made payable to the City of Goldsboro.

Event Cancellation:
At this time, we do not anticipate canceling any events already permitted, however with ongoing national security concerns and the possible unavailability of city and police resources, this could occur. If this action is necessary, applicants will be given notice in a timely manner. New requests may be denied or adjusted for the same reason.

Public Safety:
The City of Goldsboro reserves the right to require security and medical personnel for your event.

Police: The Goldsboro Police Department shall determine the number of police officers needed to appropriately manage security, as well as the time when such services shall commence. The Applicant may be responsible for hiring and paying off-duty law enforcement officers, or reimbursing the City of Goldsboro for the costs of providing on-duty law enforcement officers, to appropriately manage the event. Please contact the City of Goldsboro’s Police Department Off-Duty Coordinator at 919-580-4236, option 3.

Prohibited Items:
No firearms or illegal drugs are allowed.

Policy of Non-Discrimination:
City facilities are available on a non-discriminatory basis. Appropriate activities need to accommodate individuals regardless of age, sex, race, color, religion, national origin, physical or mental disabilities, affection preference or marital status. The City of Goldsboro does not discriminate on the basis of disability in admission, access, treatment or employment in its programs or activities.

Additional Rules Pertaining to Events:
1. Vehicles will only be in designated parking areas.
2. All animals must be leashed as outlined in COG Code of Ordinances 91.15;91.18.
3. Applicant will respect neighboring property/business owners with respect to noise.
4. Applicant understands that it will not be the responsibility of the Police Department to relocate vehicles parked along any portions of the streets to be closed prior to the event.
5. Applicant is required to ensure the areas used are clean and free of debris. Please note that there will be a cleaning fee charged if the area is not clean.

Alcoholic Beverages:
(If consumption of alcohol is planned on property for event, the following additional requirements MUST be met.)
1. All necessary ABC permits must be issued by the State and copies are provided with this application.
2. Signs shall be posted and visible at all exit points at the special event stating that it is unlawful to remove alcoholic beverages in opened or sealed containers from the premises.
3. Areas where alcohol will be consumed, served or sold must clearly be defined and delineated on the premises by barricades, caution tape or other acceptable means.

June 2021
4. All necessary ABC permits must be issued by the State and copies provided with this application. Follow steps outlined at www.abc.nc.gov/permits.

5. Off-duty law enforcement officers are required to be on-site if alcohol is present at the event. The number of officers required will be determined by the Goldsboro Police Department.

** Submitting this Special Event/Parade Permit Application does not provide permission to conduct your planned event. Please do not send out publicity, flyers, or other media prior to receiving confirmation of approval. Your confirmation will be in the form of a Permit, issued to the organization and/or person responsible for conducting the event.

**For street closing applications: the Goldsboro Police Department will notify the applicant when the Goldsboro City Council has approved the permit.

**

**Agreement**

I have read and understand this application and the requirements placed upon this applicant and organization. I agree to abide by the City of Goldsboro rules, regulations and ordinances should my permit application be approved. I will fulfill the requirements placed upon this permit application.

Authorized Signature: Crin Fonseca Date: 10/05/21

Organization: City of Goldsboro- Downtown Development

Please return this application and all supporting documentation by email, mail or in person to:

Goldsboro Police Department
Community Police Services
204 S. Center Street
Goldsboro, NC 27530
spowers@goldsboronc.gov

CANCELLATION POLICY: Written notification of intent to cancel your event must be received in writing a minimum of 21 days prior to the scheduled event date to Sgt. Steven Powers at spowers@goldsboronc.gov.

**For Inner Office Use Only:**

Goldsboro Police Department Representative 10/06/2021 Date

Crin Fonseca 10/05/21 Date

Downtown Goldsboro Representative

Finance Director 10/12/21 Date

City Manager's Signature (Use of City Owned Lots/Non-Street Closings and Carnivals)

June 2021
Special Event Release of Liability Waiver

The undersigned person is applying for Use of City-Owned Property for Special Event on behalf of COG Downtown Development from the City of Goldsboro and hereby agrees to indemnify and hold the City of Goldsboro, its officers, agents and employees harmless from all claims, liabilities, demands, expenses, of any nature or kind, expresses or implied, whether sounding in tort or in contract that may be asserted against the City, its officials, agents and employees by any person, firm, or corporation, that may arise out of any acts or omissions, active or passive, related to operating an event on the city’s property.

This the 5th day of October, 2021.

Erin Fonseca (SEAL)
(Applicant & Authorized Representative of Event)

This form must be completed, signed and returned with the completed application.
Vendors:
1 ReMax/Eagle
2 Worrell Contracting
3 Partnership for Children
4 Reindeer Food
5 Goldsboro Worship Center
6 Coldwell-Banker HPW
7 Crawford Henderson
8 Census Bureau
9 OPEN
10 Wayne UNC
11 NCCFCU
12 Zaxby’s
13 Jackson & Sons
14 Flowers for You
15 Krispy Kreme
16 Pet Supplies Plus
17 Wayne Museum
18 Curtis Media (plus van)
DOWNTOWN LIGHTS UP!

Nov. 26th 5-8pm

1. City Hall
   5pm—7pm
   Santa, Snow, Activities, Vendors
   Entertainment, Sledding (5pm - 8pm)
   Wayne UNC Photo Booth

2. John Street Parking Lot
   5:30pm - 8pm
   Movie & Craft (ACWC)
   Salvation Army Canteen
   Trolley Ride Line 5:30pm - 8pm

3. South Center Street
   6pm - 8pm: Ice Skating ($5)
   Characters
   5pm - 8pm
   Elf Workshop (gift wrapping)
   Food Trucks

4. Paramount Theatre
   Wayne UNC Photo Booth
   8pm: Holiday Pops Concert

WHAT EVER YOU DO
DO IT DOWNTOWN

WAYNE
UNC HEALTH CARE
CITY OF GOLDSBORO  
AGENDA MEMORANDUM  
OCTOBER 18, 2021 COUNCIL MEETING

SUBJECT: Homebuyer Assistance Program Policy

BACKGROUND: The City receives federal funds to administer CDBG and HOME programs to assist low to moderate income persons with housing and non-housing needs.

Policy and procedures for the Homebuyer Assistance Program were last adopted by Council on November 19, 2007. These policies and procedures serve as general guidelines for implementation of the program’s activities.

DISCUSSION: As part of the City’s Homebuyer Assistance Program, eligible low to moderate income persons may receive down payment and closing costs assistance associated with the purchase of a single-family dwelling located within the city limits of Goldsboro, and for principal reduction to increase buyer affordability. Due to updates in HUD’s federal regulations pertaining to the Homebuyer Program, it was necessary for the Community Relations and Development Department to make necessary revisions to the program’s policy and procedures.

Revisions are minor, however, the one that stands out is the amount of assistance each applicant will receive. On November 19, 2007, Council moved to approve an increase of the maximum amount of assistance from $10,000 to $30,000. The Community Relations and Development Department seeks to serve more applicants with the program and is asking Council to consider the maximum amount of assistance to be set at $20,000 per applicant.

RECOMMENDATION: By motion, adopt the revised Homebuyer Assistance Program policy and procedures dated October 18, 2021.

Date: 10/13/21  
Felecia D. Williams, Community Relations & Development Director

Date: 01/3/21  
Timothy M. Salmon, City Manager
HOMEBUYER ASSISTANCE PROGRAM

GOLDSBORO
BE MORE DO MORE SEYMOUR
North Carolina
# Revision #1: Minimum Amount Contributed by Applicant

**November 2007 Policy**

- Contribute a minimum of $500 towards the purchase of a home.

**October 2021 Policy**

- Contribute a minimum of $750 towards the purchase of a home.

*Per HUD Notice CPD-18-09, “It is important to ascertain whether there is any cash on hand to contribute toward a downpayment or pay for closing costs, and if so, what constitutes a reasonable homebuyer investment.”*
November 2007 Policy

- Medical collections & Charge-off account balances totaling $1000 or more must be on approved payment plan..with a positive 3 month payment history.

October 2021 Policy

- Medical collections & Charge-off account balances totaling $1000 or more must be on approved payment plan..with a positive 6 month payment history.

*Per HUD Notice CPD-18-09, “While not required, a jurisdiction may wish to include an assessment of credit history to evaluate potential homebuyers’ history of making timely payments. Evaluating credit history will also help if applicant would benefit from credit counseling.”
REVISION #3: DEBT RATIO

November 2007 Policy

- Meet income-to-debt ratio of not more than 32/42.

October 2021 Policy

- Not stated as the Lender will complete this item with the applicant and will be required to provide a copy to us.
November 2007 Policy

- Assistance will be provided in the form of a deferred second mortgage loan, not to exceed $30,000, but not less than $1000.

October 2021 Policy

- Assistance will be provided in the form of a 0% deferred second mortgage loan, not to exceed $20,000, but not less than $1000.

*Per HUD Notice CPD-18-09, “When making the determination of the appropriate amount of HOME assistance to provide an individual homebuyer, the jurisdiction must balance reasonableness and necessity with long-term sustainability. The goal is to “right-size” the level of assistance to ensure that the homebuyer receives neither more HOME assistance than necessary, nor an amount that is too low to achieve financial sustainability."
November 2007 Policy

- The closing costs and prepaid assistance will come from the City’s required local match.

October 2021 Policy

- Not stated, as the City is not required to locally match HOME funds.
# Revision #6: Period of Affordability

## November 2007 Policy

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<th>Affordability period:</th>
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<td>Less than $15,000</td>
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<td>$15,000 - $30,000</td>
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## October 2021 Policy

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<th>The period of affordability is:</th>
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<tr>
<td>Between $15,000 and $40,000</td>
<td>10 years</td>
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<td>Over $40,000</td>
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REVISION #7: ADDITIONS TO NEW POLICY

Additional language added to new policy:

• More on affordability
• Refinance Clause
• Subordination/Re-subordination of HOME funds
• HUD’s underwriting standards
• HUD’s responsible lending standards
• Details on Housing Counseling
• Evaluation of debt

Additional language added to new policy:

• Post Purchase Reserves
• Monitoring
• Acknowledgement of Policy Review (for applicant signature)
City of Goldsboro
Community Development and Relations Department

**Homebuyer Assistance Program Policy**

*Program Contact:*
*Melissa DeGarmo*
*PO Drawer A*
*Goldsboro, NC 27533-9701*

*Email: mdegarmo@goldsboronc.gov Phone: 919-580-4318*

**OVERVIEW:**
The purpose of this policy is to establish specific guidelines and regulations necessary to assist eligible homebuyers with down payment and closing costs assistance associated with the purchase through the means of acquisition or new construction, of a single-family dwelling and for principal reduction to increase buyer’s affordability.

**PROGRAM DESCRIPTION:**
The City of Goldsboro will use HOME funds and program income to provide direct-subsidy assistance to low-to-moderate income individuals and families to become first time homebuyers. The City’s Homebuyer Assistance program will provide down payment and closing costs assistance associated with the purchase, through the means of acquisition or new construction, of a single family dwelling and for principal reduction to increase buyer’s affordability.

*It should be noted that eligibility does not necessarily ensure the receipt of financial assistance.*

**FUNDING SOURCE:**
The HOME Investment Partnership (HOME) Program was created by the National Affordable Housing Act of 1990 to create local partnerships for providing decent affordable housing to lower-to-moderate income households. HOME provides formula
grants to States and localities, called PJs, in order to expand the supply of decent, safe, sanitary, and affordable housing available to low-income and very low-income residents. Eligible HOME-funded activities include the acquisition, construction, or rehabilitation of rental or homeownership housing, homebuyer assistance, and tenant-based rental assistance.

The HOME-assisted homebuyer requirements set forth in Section 215 of the HOME statute are promulgated in the HOME rule found at 24 CFR Part 92. Specifically, 24 CFR 92.254, Qualification as Affordable Housing: Homeownership, states that in order for homeownership housing to qualify as affordable housing it must:

- Be single-family, modest housing,
- Be acquired by a low-income family as its principal residence, and
- Meet affordability requirements for a specific period of time as determined by the amount of assistance provided.

**POLICY**

The City of Goldsboro has established the following guidelines to administer the Homebuyer Assistance Program:

1. **Eligible Applicants**: Low/moderate income homebuyers with family incomes that do not exceed 80% of the Area Median Family Income for family size, and provided in conjunction with a (market) fixed-rate, 15 to 30 year conventional, first time FNMA, FHA, or VA mortgage loans. The applicant must fall into low income or very low-income categories (see chart below). The applicant(s) must also meet the following requirements:
   - Have a signed purchase contract.
   - Contribute a **minimum** of $750 toward the purchase of the home. No amount spent over and above the required minimum contribution will be refunded at loan closing.
   - Occupy the home as their principal residence.
   - Have no primary ownership or interest in any other residential real estate.
   - Be a current resident of the City of Goldsboro/Wayne County and a citizen or legal alien of the United States at the time of application.
   - No outstanding judgments.
   - Medical collections totaling $1,000 or more must be on an approved payment plan in writing with a positive 6 month payment history. The same requirements will apply to non-medical collections.
• Charge-off account balances of $1,000 or more must be on an approved payment plan in writing with a positive 6 month payment history.
• Chapter 7 Bankruptcy must be discharged for 24 months. Chapter 13 Bankruptcy must have written permission of Trustee to acquire new debt.
• Have net worth not exceeding $20,000.

### HUD Income Limits for 2021 (Effective June 1, 2021)

<table>
<thead>
<tr>
<th>Persons</th>
<th>Low Income</th>
<th>Very Low income</th>
<th>Persons</th>
<th>Low Income</th>
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<td>$29,250</td>
<td>8</td>
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<td>$38,650</td>
</tr>
</tbody>
</table>

2. **Eligible Areas:** Homes purchased must be located within the Goldsboro City limits.

3. **Eligible Properties:** To be eligible, the home purchased must meet the following guidelines:
   - Be located in a zoning district permitting residential use as determined by the City’s Planning Department;
   - Meet standards of City’s Minimum Housing Code; (which exceeds HQS Standards);
   - Be single-family, condominium, townhouse or FHA-approved modular home;
   - Purchase price cannot exceed 95% FHA 203 (b) Mortgage limit. For Wayne County, the 95% limits are $170,000 for existing homes and $243,000 for new construction.

**NOTE:** Prior to entering into a contract to acquire property using HOME funds, the homebuyer must comply with the following acquisition requirements of the Uniform Relocation Act (URA): (1) inform the owner that relocation assistance or benefits are not available to the owner, and (2) obtain from the seller the permission to contact and notify any tenant legally occupying the property of the assistance and benefits available under either the URA or the Residential Antidisplacement Plan (Section 104(d).)
4. **Amounts Available:** Assistance will be provided in the form of a 0% deferred second mortgage loan, not to exceed $20,000 but not less than $1,000. Eligible borrowers whose combined household income is less than or equal to 60% of the area median income may receive up to $20,000 in assistance. For borrowers whose combined household income is between 61% and 80% of the area median income, the maximum amount of assistance is $15,000. Additionally, each applicant may be eligible for closing costs and prepaid assistance, not to exceed 12.5% of the second mortgage loan amount.

5. **Period of Affordability under Recapture Provision:** The period of affordability is based upon the direct HOME subsidy provided to the homebuyer that enables the homebuyer to purchase the unit. Any HOME program income used to provide direct assistance to the homebuyer is included when determining the period of affordability. The City of Goldsboro will not require the original HOME-assisted homebuyer to sell the housing unit to another low-income homebuyer. The homebuyer can sell the property to any willing buyer during the period of affordability, with the understanding that the City’s recapture provisions will be enforced.

The following table outlines the required minimum affordability periods;

<table>
<thead>
<tr>
<th>If the total HOME investment direct subsidy (recapture) in the unit is:</th>
<th>The period of affordability is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under $15,000</td>
<td>5 years</td>
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<tr>
<td>Between $15,000 and $40,000</td>
<td>10 years</td>
</tr>
<tr>
<td>Over $40,000</td>
<td>15 years</td>
</tr>
</tbody>
</table>

6. **Repayment:** Repayment of the Homebuyer assistance deferred second mortgage loan is on a pro rata reduction basis, 20 percent annually for a deferred loan less than $15,000 and 10 percent annually for a deferred loan $15,000-$40,000 if the homeowner owns and occupies the house as the primary residence for the required affordability period. Forgiveness of the full amount of assistance will only occur if the homeowner occupies and retains the property for the full affordability period. No interest shall accumulate on this loan during the affordability period.

If the homeowner refinances the property during the affordability period, which involves a cash/equity out payment, this will result in repayment of the total amount received as assistance of the deferred second mortgage loan minus any payments made or pro rate reduction amount applied during the affordability period. Refinance subordination will
only be considered if the refinance results in a reduction of the loan term and/or the lowering of the current interest rate on the first mortgage. In the event of foreclosure by the first mortgage lender, the affordability period will be suspended and will not be binding on that lender. The affordability restrictions shall be revived according to the original terms if, during the affordability period the owner of record before the termination event, or any entity that includes the former owner or those with whom the former owner has or had family or business ties obtains ownership interest in the property. If recapture is triggered and there are insufficient net proceeds available at sale to recapture the full pro rata amount due, the City of Goldsboro will not be required to repay the difference between the prorated direct HOME subsidy due and the amount the City is able to recapture from available net proceeds.

7. **Termination:** Termination of assistance may occur for the following reasons:

- Any of the items to be delivered are not delivered within the time and in the form required by the City.
- Any representation made by the applicant in the Loan Application proves to be untrue or misleading in any material respect.
- Any portion of the project premises has been taken by condemnation or eminent domain or is subject to pending proceedings for such purpose.
- If the property being purchased by a homebuyer does not appraise for an amount equal to or greater than the property sales price.
- If applicant is unable to secure a fixed rate first mortgage from an approved lender.
- If the applicant fails to complete the Homebuyer Education Course prior to loan closing dates.

8. **Foreclosure:** In the event of foreclosure by the mortgage lender the affordability period will be suspended and will not be binding on that lender. The affordability restrictions shall be revived according to the original terms if, during the affordability period, the owner of record before the termination event, or any entity that includes the former owner or those with whom the former owner has or had family or business ties obtains ownership interest in the property.

9. **Assumption by direct heir:** In the event of the death of the original homebuyer, a direct heir of the homebuyer may choose one of the following actions:

- Occupy the property and assume the terms of the Grant Agreement (provided the heirs approved by the City as meeting the eligibility criteria for the Homebuyer Assistance Program).
• Sell the property under the terms of the Grant Agreement.
• If either of these two actions does not occur within one year of the original homebuyer's death, the estate or heirs of the homebuyer shall pay to the City the prorata amount of the grant remaining at the time of the death of the homebuyer.

10. **Refinance Policy**

   1) The City of Goldsboro will not refinance the first mortgage.

11. **Subordination / Re-subordination of HOME funds**

   • A subordination agreement is a legal document that reduces the priority of one lien on a piece of property relative to another. HOME funds provided in the form of a loan or placed as a lien to enforce the HOME affordability restrictions and recapture provisions are typically played in subordinate position to the homeowner’s first mortgage. Subordination plays an important role should a homeowner who has both a first mortgage and subordinate HOME mortgage choose to refinance his or her first mortgage.

12. **Documents required for application and loan processing:**

   _ A completed application
   _ Applicant Agreement Form
   _ IRS 1040 tax forms for the past two years (signed)
   _ Last 60 days pay stubs per employer (2 month history)
   _ Last two (2) bank statements per account (2 month history)
   _ Have net worth not exceeding $20,000
   _ Debt to income ratio worksheet
   _ Copy of credit report
   _ Copy of signed purchase contract (buyer and seller signatures required)
   _ Loan Application from the first mortgage lender
   _ Copy of Good Faith Estimate of Closing Costs from first mortgage lender
   _ Current Appraisal of the property
   _ Current Inspection of the property
- Completed Property Information Sheet
- Notification to Owner of Voluntary Acquisition
- Proof of completion of Homebuyer Education course (Must have been completed within the past two years)
- Medical collections (debt) totaling $1000 or more must be on an approved payment plan (in writing) with a positive 6-month payment history (If Applicable)
- Charge-off account balances of $1000 or more must be on an approved payment plan (in writing) with a positive 6-month payment history (If Applicable)
- Chapter 7 Bankruptcy must be discharged for 24 months. Chapter 13 Bankruptcy must have written permission of Trustee to acquire new debt (If Applicable)
- Valid photo ID for applicant & co-applicant
- Pre-Qualification Letter from mortgage company
- Settlement Statement (HUD-1), completed by the lender
- Debt to income ratio, completed by the lender
- Monthly Expenses Report
- Copy of recorded separation agreement and/or final divorce decree (If Applicable)
- Current profit and loss statement (if self-employed)
- Zero Income Affidavit (If Applicable)

13. **Homebuyer Program Policies:**
   The participating jurisdiction must have and follow written polices for:

   (1) Underwriting standards for homeownership assistance that evaluate housing debt and overall debt of the family, the appropriateness of the amount of assistance, monthly expenses of the family, assets available to acquire the housing, and financial resources to sustain homeownership;

   (2) Responsible lending standards that ensure that the homebuyer’s primary mortgage is affordable and sustainable and contain appropriate terms.
(3) The housing counseling requirement applies to all homebuyers who receive direct HOME subsidy or purchase units developed with Home funds. The housing counseling or “Homebuyer Education” must be provided by a HUD certified instructor or agency.

(4) The evaluation of the housing and overall debt of a HOME-assisted homebuyer is a process that requires a careful accounting of the homebuyer’s monthly income, total monthly financial obligations, and projected monthly housing costs.

14. **Post Purchase Reserves:**

- Applicant must complete the monthly expenses form, (attached). This is used in determining debt to income ratio. It is also important to determine whether there are sufficient cash reserves available after closing to sustain homeownership and address any unforeseen expenses that may arise. A careful analysis of an applicant’s liquid cash reserves will ensure that the applicant has sufficient resources on hand to pay for unexpected expenses without having to forego the monthly mortgage payment.
- Applicant must have sufficient cash resources (including savings, checking, money market, or other non-retirement accounts) such that after closing there are financial resources of at least _1x_ (times) the total monthly housing expenses, including principal, interest, taxes, insurance, and any association fees.
- At a minimum, The City of Goldsboro wants to ensure that the homebuyer has adequate cash reserves to pay for unanticipated emergencies such as a medical bill or repairing or replacing a major appliance.

15. **Monitoring:** On an annual basis, The City of Goldsboro Community Relations and Development Department will be responsible for monitoring HOME-assisted Homebuyers to ensure that the homebuyer owns and occupies the house as the primary residence for the required affordability period. If the Community Relations and Development Department does not receive an annual Mortgage Notice from the HOME-assisted Homebuyer’s insurance agency or some form of utility bill or record with homebuyer’s name as confirmation that the homebuyer is maintaining the housing unit as their principal residence, additional follow up will be required. The Community Relations and Development Department staff will mail a letter to homebuyer household asking them to sign and return a statement verifying that the property purchased with HOME funds remains their principal residence. If a HOME-assisted homebuyer fails to return the signed statement, staff will follow up to determine if the homebuyer is still residing in the assisted unit.
16. **Responsible Lending Standards:**

Certain loan features that contribute to higher risk of mortgage default have been identified in various existing federal standards. Lender fees and points are to be restricted to a percentage of the loan amount. The standards define “higher prices” loans as first mortgages with interest rates more than 1.5% above the “average prime offer rate” reported by the Federal Financial Institution Examination Council ([www.ffiec.gov](http://www.ffiec.gov)) The following review of the mortgage will include:

- Any prohibited features, for example
  - a) Maximum loan term
  - b) Adjustable rate loans
  - c) Loans with risky features (e.g., balloon payments, negative amortization or interest-only periods);

- Limitations on higher-priced loans (maximum interest rate);
- Reasonable closing costs, including origination fees, points, and other lender charges.
- Permissibility of prepayment penalties
- The lender is responsible for calculating the front and back end ratios. The front end ratio or housing expense ratio, considers the percentage of gross monthly income the individual homebuyer is expected to pay for the monthly housing costs (i.e. mortgage principal and interest, real estate taxes, and homeowner’s insurance, known collectively as PITI, as well as any mortgage insurance premiums, association fees, ground lease fees, and other similar fees as applicable)
- The back end ratio or debt to income ratio reflects the percentage of gross monthly income the individual homebuyer is expected to pay for housing debt and expenses *plus* all recurring consumer debt (i.e. PITI and other fees plus credit card, auto loan and student loan payments, other installment and revolving debt that appears on a credit report, alimony, child support, etc.).

- An evaluation of recurring monthly expenses will be reviewed and will affect the amount of assistance the home buyer will receive.
- The City of Goldsboro will execute a written agreement with each lender that complies with the written agreement requirements of 92.504 (c) (4), as applicable. This agreement will contain the following;
  
  a) Contract timeframes;
  b) Roles and responsibility of each entity;
c) Interest rates (often a rate based on a well-publicized, relatively stable interest index);
d) Loan terms;
e) Underwriting criteria (debt to income ratios)
f) Credit requirements;
g) Fees for processing, origination, loan document preparation; standard equal opportunity/ fair lending language and
h) Termination provision (voluntary and for cause).

HOMEBUYER ASSISTANCE PROGRAM PROCEDURES

PURPOSE

The purpose of this policy is to establish specific guidelines and regulations necessary to assist eligible homebuyers with down payment and closing costs assistance associated with the purchase, through the means of acquisition or new construction, of a single-family dwelling and for principal reduction to increase buyer’s affordability.

APPLICATION PROCESS

The Community Relations and Development Specialist provides program information to any interested City resident who inquires by telephone or who visits the office seeking information, furthermore explaining program assistance, procedures, and guidelines.

During the application process, the Community Relations and Development Specialist will verify the following:

- Applicant(s) meets income criteria
- Applicant(s) meets net worth requirements
- Applicant(s) has a signed purchase contract
- Dwelling has been inspected by minimum housing inspectors, (any housing code violations must be corrected)
- Applicant(s) does not have ownership or interest in any other residential real estate property
- Applicant(s) has a copy of a Good Faith Estimate of Closing Costs from an approved lender
• Property is located within the City limits
• Property is in a zoning district allowing residential use
• Owner (seller) has been informed of voluntary acquisition requirements. (Refer to the Homebuyer Assistance Program Policy for the specific requirement).
• All credit issues are addressed according to the Home Ownership Assistance Program
• Policy and instructions given to applicant to proceed with application.

***In order to ensure a timely closing, it is the applicant’s responsibility to keep the Community Relations and Development Department staff apprised of their progress throughout the home buying process.

The application and all supporting documentation are presented to the Community Relations and Development Office for staff review and recommendation of approval or denial.

NOTE: The overall intent of the program is to assist as many eligible clients as possible with affordable housing. Therefore, the maximum amount each applicant qualifies for by the lending institution should also directly reflect the maximum cost of housing the applicant seeks, based on household size. In essence, the difference between the maximum amount qualified for through the lending institution and the amount required to purchase a dwelling, based on household size, would be the amount of the deferred second mortgage.

NOTIFICATION OF APPROVAL

***Program participants must attend homeownership counseling, prior to loan closing, in order for final approval to be completed.

Once an applicant(s) is approved by the Community Relations and Development Department, a notification letter will be forwarded to the lender. This correspondence informs the lender of the applicant’s eligibility and commits a specific amount of assistance, not to exceed $20,000 in the form of a deferred second mortgage. Additionally, eligible closing costs and prepaid assistance may be provided, not to exceed 12.5% of the second mortgage loan amount. A copy of this letter is also sent from the Community Relations and Development Department to the buyer and the real estate agent(s). The correspondence will outline the steps and procedures that will have to be undertaken prior to the closing occurring. If the seller is paying part of these closing costs, the amount paid by the seller should be deducted from the lender's estimated total prior to figuring the buyer's assistance. If the applicant(s) does not
qualify for the first mortgage, the application process ends and the applicant is notified in writing of the rejection.

**INSPECTION**

After the application has been taken, eligibility established, and a contract written, the Minimum housing inspector schedules an Inspection of the property. The property must meet standards of the City's Minimum Housing Code, which exceeds Housing Quality Standards (HQS) required by HUD. (Housing that is assisted with HOME funds, at a minimum, must meet Housing Quality Standards). If the home does not meet the standards of the City's Minimum Housing Code, it must be brought to code prior to purchase. Repairs may be made by the buyer or the seller.

**APPRAISAL AND ENVIRONMENTAL REVIEW**

An appraisal and environmental review must be performed by the appropriate staff person or outside agent. Homes purchased using HOME funds must have an initial purchase price that does not exceed 95% of the median purchase price for the type of single-family housing (1 to 4 family residence, condominium unit, cooperative unit, etc.) for the area as determined by HUD.

**CLOSING**

When the Community Relations and Development Department is notified by the real estate agent or lender of the closing attorney and date of closing, a copy of the closing package is requested from the lender, the Community Relations and Development Department closing package is prepared, and a check is requested from the Finance Department. The Community Relations and Development Department must receive sufficient notification, (i.e. at least ten business days), of the closing date in order to request and receive a check. The Community Relations and Development Department advises the closing attorney (in writing) of the check amount and the documents to be recorded. Additionally, The Community Relations and Development Department completes the necessary information in the IDIS system following the actual closing.

The Community Relations and Development Department closing package shall include the following: (Copies to the file)

1. Check
2. Deed of Trust
3. Promissory Note
4. Grant Agreement
5. Written Agreement Approval Letter
Once the closing package has been prepared, the Community Relations and Development Specialist arranges for the closing attorney to receive it.

**PROJECT CLOSE-OUT**

After the closing, the closing attorney provides the Community Relations and Development Specialist with the following:

1. Signed Promissory Note
2. Copy of the recorded Deed of Trust
3. Signed Grant Agreement
4. Copy of the Closing Statement, Hud-1
5. Copy of Termite Report

The Community Relations and Development Department Specialist places these documents in the project file.
ACKNOWLEDGMENT OF REVIEW

I acknowledge that I have received a copy of the Homebuyer Assistance Program policy and that the Community Relations and Development Department of the City of Goldsboro has reviewed the rules and regulations of the program set forth by the U.S. Department of Housing and Urban Development (HUD).

By signing this acknowledgement, I agree to adhere to the program’s rules and regulations.

Date: ______________________________

________________________________________________________
Applicant’s Name (Print)     Applicant Signature

________________________________________________________
Reviewed by Community Relations Department     (Print)
Change Order Numbers 2, 4, 5, 6, 7, 21, and 31 for Phase IV Sewer Collection Rehabilitation (Formal Bid #2018-004)

The Phase IV Sewer Rehab Project provides for installation of approximately 30,900 linear feet of cast-in-place-pipe (CIPP) rehabilitation of existing sanitary mains, including various root treatments, obstruction removals, cutting of intruding taps and asphalt or concrete surface repairs directly associated with the completion and restoration work detailed in the contract specifications. City Council approved the original contract for approximately $9.3M.

Phase IV Sewer Rehab Project is 99% complete. Due to underruns and overruns in the bid line items, staff requested the contractor, T. A. Loving Company, provide final adjustment change orders to alleviate some of the overruns and final adjustments necessary for reimbursement requested from NCDEQ.

Changes Orders 2, 4, 5, 6, 7, and 21 pertain to final quantities for unit prices to include changes in the scope of work that exceeded the $10,000 threshold for staff approval. Payment has been made to the contractor for the changes in scope of work. Change orders are required for NCDEQ reimbursement approval.

TOTAL CHANGES = $436,765.25

Change Order 31
Description: Final adjusting change order for pay item underruns and overruns. This change order encompasses bid items that underran and overran bid line items. Overruns have been paid to T. A. Loving Company by the City of Goldsboro. The underruns for this project exceeded the overruns creating a savings of $665,980.03.

FINAL ADJUSTING CHANGE ORDER = $665,980.03

Staff reviewed change orders with the Finance Director and determined that funds are available from the Clean Water Revolving Fund Loan.

It is recommended that the City Council, by motion, adopt the attached resolution authorizing the City Manager to
execute change orders for a total of $436,765.65 with T. A. Loving Company and a final adjusting change order for $66,980.03.

Guy M. Anderson, P. E., City Engineer

Timothy M. Salmon, City Manager
RESOLUTION NO. 2021-

RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE CHANGE ORDER NUMBERS 2, 4, 5, 6, 7, 21, and 31 WITH T. A. LOVING CO. FOR PHASE IV SEWER COLLECTION REHABILITATION PROJECT FORMAL BID #2018-004

WHEREAS, the City Council of the City of Goldsboro awarded a contract on July 16, 2018 to T. A. Loving Company for the Phase IV Sewer Collection Rehabilitation Project; and

WHEREAS, the City Council of the City of Goldsboro recommends changes in the scope of work for the rehabilitation project; and

WHEREAS, T. A. Loving Company submitted costs totaling $436,765.25 for the changes in scope of work and final adjusting costs for bid line item underruns and overruns negating a total of $665,980.03; and

WHEREAS, the City Council deems it in the best interest of the City of Goldsboro to issue Change Order Numbers 2, 4, 5, 6, 7, 21, and 31 to Contract #2018-004 with T. A. Loving Company;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Goldsboro, North Carolina, that:

1. The City Manager is hereby authorized and directed to execute change orders for changes in the scope of work totaling $436,765.25 and final adjusting change order for bid line item underruns and overruns negating a total of $665,980.03.

2. This resolution shall be in full force and effect from and after this ___ day of ___ October, 2021.

Mayor

Attested by:

City Clerk
CITY OF GOLDSBORO
AGENDA MEMORANDUM
October 18, 2021 COUNCIL MEETING

SUBJECT: Contiguous Annexation Petition – Tiffany Gardens Phase I
Located on the south side of Central Heights Road between N.
Oak Forest Drive and Thoroughfare Road.

BACKGROUND: The applicant is requesting that contiguous property described by
metes and bounds in item 2 of the attached petition be annexed
to the City of Goldsboro. Maps showing the property proposed to
be annexed are attached. City council approved the change of
zone request for the above property on April 1, 2019 from R-12
Residential and R-16 Residential to R-12 Residential Conditional
Zoning (R-12 CZ) limiting the use to an 84-unit apartment
complex.

DISCUSSION: Pursuant to G.S. 160A-31, Council shall fix a date for public
hearing on the proposed annexation if the petition is considered
sufficient by the City Clerk.

The City Council, at their meeting on October 18, 2021 would
request the City Clerk to determine the sufficiency of the petition.
If the petition is determined to be sufficient, a public hearing
would be scheduled and a report would be prepared by the
Planning Department, in conjunction with other City departments,
for submission to the Council.

RECOMMENDATION: By motion, request that the City Clerk examine the annexation
petition to determine its sufficiency.

Date: 10/13/21

Interim Planning Director

Date: 10/13/21

City Manager
City of Goldsboro
Departmental Monthly Reports
August 2021

1. Community Relations
2. Downtown Development
3. Engineering
4. Finance
5. Fire
6. Human Resources
7. Information Technology
8. Inspections
9. Paramount Theater-GEC
10. Parks and Recreation
11. Planning
12. Police
13. Public Utilities
14. Public Works
15. Travel and Tourism
The Mayor’s Committee for Persons with Disabilities (MCPD) held its regular monthly meeting on August 16, 2021. The MCPD Disability Walk Subcommittee met in-person on September 14, 2021.

On September 14, 2021, the Commission on Community Relations and Development (CCRD) met for the regular monthly meeting. The CCRD held a rescheduled candlelight vigil in observance of Suicide Prevention Awareness on Tuesday, Sept. 30th at 7:00pm on the City Hall steps.

The 2021-2022 GYC year began with an in-person member/parent orientation that was held on September 1, 2021 at the Goldsboro Event Center. Regular meetings will begin the month of October. GYC is scheduled to provide community service for the O’Berry Foundation on Oct. 1st at Lane Tree Country Club.

Community Relations Activities: Staff attended the regular meeting of the Wayne County JCPC on September 10, 2021 at the Chamber of Commerce. Staff volunteered at the NC Freedom Fest on September 18, 2021. Staff met with Casey Young, Director of Community Impact of the YMCA, at her request, to discuss partnering and collaborations.

Community Relations department monthly staff meeting was held on September 10, 2021.

Community Development Activities: Staff attended a Homelessness Initiative meeting (virtually) on September 7, 2021 with Dr. Stan Holt & Beth Bordeaux of Partners for Impact. Staff attended the Regional Continuum of Care meeting (virtually) on September 8, 2021. Staff initiated work on the annual CAPER. A draft was made available to the public from September 15-29, 2021 and a presentation followed by a public hearing was held at the September 20th City Council meeting. Final draft of the CAPER was submitted to HUD by staff on September 30, 2021. Staff attended a Citizens Academy planning meeting on September 15, 2021. Staff attended a virtual webinar offered by HUD on HOME-ARP Guidance on September 27th and September 29th. Staff engaged in two phone consults with HUD Representative Sonya Green for the month of September.

The Department received nine (9) housing complaints and sixteen (16) requests for assistance for the month of September. *Please refer to Community Relations Addendum for the detailed summary.

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<th>Apr</th>
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<th>Jun</th>
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<tr>
<td>Date</td>
<td>Name</td>
<td>Nature of Grievance</td>
<td>Resolution</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>9-7-21</td>
<td>Not disclosed</td>
<td>Housing/Repairs that caused fire not repair/Hotel stay up</td>
<td>Referred to Salvation Army for Emergency Housing Voucher</td>
<td></td>
<td></td>
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<tr>
<td>9-9-21</td>
<td>Not disclosed</td>
<td>Housing/Leaky pipe</td>
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<tr>
<td>9-10-21</td>
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<td>Housing/Unsecured doors at residence</td>
<td>Contact with Landlord/Doors fixed</td>
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<tr>
<td>9-14-21</td>
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<td>Housing/Repairs needed/Pikeville resident</td>
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<td></td>
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<tr>
<td>9-15-21</td>
<td>Not disclosed</td>
<td>Housing/HACG Resident</td>
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<tr>
<td>9-15-21</td>
<td>Not disclosed</td>
<td>Housing/Plumbing issues</td>
<td>Contact with Landlord/Plumbing fixed</td>
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<td></td>
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<td></td>
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<td></td>
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</tr>
<tr>
<td>9-15-21</td>
<td>Not disclosed</td>
<td>Housing/Plumbing issues</td>
<td>No resolve with Landlord/Referred to Legal Aid</td>
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</tr>
<tr>
<td>9-21-21</td>
<td>Not disclosed</td>
<td>Housing/Grand at Day Resident</td>
<td>Contact with Property Manager</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>9-27-21</td>
<td>Not disclosed</td>
<td>Housing/Safety issue</td>
<td>Resolved by Property Management</td>
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<td></td>
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## Assistance with Resources

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Resource Requested</th>
<th>Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>9-7-21</td>
<td>Not disclosed</td>
<td>Home repair</td>
<td>Notified of upcoming CDBG-Rehab. &amp; possible URP21</td>
</tr>
<tr>
<td>9-7-21</td>
<td>Not disclosed</td>
<td>Home repair</td>
<td>Notified of upcoming CDBG-Rehab. &amp; possible URP21</td>
</tr>
<tr>
<td>9-7-21</td>
<td>Not disclosed</td>
<td>Rent assistance</td>
<td>Referred to Salvation Army and St. Vincent</td>
</tr>
<tr>
<td>9-10-21</td>
<td>Not disclosed</td>
<td>Homeless/Hotel stay up</td>
<td>Referred &amp; provided resource list</td>
</tr>
<tr>
<td>9-15-21</td>
<td>Not disclosed</td>
<td>Homebuyer Assistance</td>
<td>Application provided</td>
</tr>
<tr>
<td>9-20-21</td>
<td>Not disclosed</td>
<td>Dead deer in yard</td>
<td>Referred to COG Animal Control</td>
</tr>
<tr>
<td>9-20-21</td>
<td>Not disclosed</td>
<td>Disaster Recovery Program</td>
<td>Application provided</td>
</tr>
<tr>
<td>9-21-21</td>
<td>Not disclosed</td>
<td>Financial Assistance for children</td>
<td>Referred to Salvation Army &amp; St. Vincent</td>
</tr>
<tr>
<td>9-21-21</td>
<td>Not disclosed</td>
<td>Financial Assistance for water bill</td>
<td>Referred to Salvation Army &amp; St. Vincent</td>
</tr>
<tr>
<td>9-22-21</td>
<td>Not disclosed</td>
<td>Homebuyer Assistance</td>
<td>Application provided</td>
</tr>
<tr>
<td>9-22-21</td>
<td>Not disclosed</td>
<td>Home repair</td>
<td>Notified of upcoming CDBG-Rehab. &amp; possible URP21</td>
</tr>
<tr>
<td>9-23-21</td>
<td>Not disclosed</td>
<td>Halloween/Trick or Treat</td>
<td>Informed of observance date and hours</td>
</tr>
<tr>
<td>9-27-21</td>
<td>Not disclosed</td>
<td>Resources to give away/Extra bok choy</td>
<td>Referred to Community Soup Kitchen</td>
</tr>
<tr>
<td>9-27-21</td>
<td>Not disclosed</td>
<td>Home repair</td>
<td>Notified of upcoming CDBG-Rehab. &amp; possible URP21</td>
</tr>
<tr>
<td>9-28-21</td>
<td>Not disclosed</td>
<td>Home listing request</td>
<td>No information to provide</td>
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<tr>
<td>9-30-21</td>
<td>Not disclosed</td>
<td>Halloween/Trick or Treat</td>
<td>Informed of observance date and hours</td>
</tr>
</tbody>
</table>
Current Downtown Development Office Projects Staff Worked On Over the Month Include:

- Met with (or conversed by email/phone) 1 potential new property acquisition projects/persons and/or business interests regarding downtown.
- Over the past month, staff visited downtown businesses 15 different times.
- Attended the NCFF after action meeting on Sept. 29th.
- GWTA Concourse Roof Addition Grant Agreement Update.
- Preparing for DGDC office relocation.
- Met with IT at future DGDC office location to discuss IT needs for downtown staff.
- Public Art Contract Completion.

Downtown Development Office Events or Activities that Staff Administered or Assisted During the Month:

- Staff will continue to work with David Gall to facilitate administrative needs of the GWTA Concourse Roof Addition bid process.
- Downtown Merchants Association Work Plan Development.
- Staff is still working on completing an RFP, marketing the 400 block of S. Center Street for residential, medium density, infill development. Discussing economic development planning with NC Department of Commerce to determine next steps in creating a plan.
- Fall Movie Series- Partnered with Canvas Church to provide Screen & Equipment. Takes place every other Thursday thru Nov. 11th.
- Preparing for DGDC office relocation.
- Completion of Public Art Contracts- Processing pay requests now. Art to be installed on or by Oct 15th.
- 209 W Walnut closing.

DGDC Events or Activities that Staff Administered or Assisted During the Month:

- Facilitated and attended the following monthly meetings: DGDC Board Meeting (09/15), DGDC Executive Committee Meeting (09/08), DGDC Design, DGDC EV and DGDC Promotions Committee Meetings, (09/07).
- Staff working with DGMA, as new branch of the DGDC to develop a work plan, in cohesion with the DGDC’s work plan.

Upcoming Events/Activities:

- LFNC Planning, including next steps for economic development plan & RFP development for 400 block of S. Center.
- Will work with IT in redesigning and refreshing the DGDC Website in the next 6 months.
- Rehab development project.
- Annual Awards Dinner October 15, 2021

Businesses Opening/Properties Purchased

Other

- Downtown Goldsboro’s Facebook page followers/likes grew from 12,384 to 12,454 in the month of September.
Stoney Creek Greenway
- The greenway extends from Royall Avenue to Quail Park along Stoney Creek, approximately 1,600 linear feet;
- Staff is submitting final plans and specifications for NCDOT approval.

Phase IV Sewer Collection Rehabilitation
- Subcontractors are onsite finishing up services and punch list work detailed by McKim & Creed;
- Contractor is working on punch list items.

2019 Infrastructure Recovery (Golden Leaf Foundation)
- This project consists of sewer rehabilitation and storm drainage improvements in various areas;
- This project is essentially complete;
- Contractor has to repair the CIPP at Franklin Baking Company on Carolina Street;
- Final payment withheld until repair is completed.

2021 Street Resurfacing
- City Council awarded contract to Barnhill Contracting on May 17, 2021 for $1,653,500;
- The resurfacing project is 30% complete;
- Contract completion date is March 8, 2022.

2017 Wastewater System Improvements – FB2020-002
- The project consists of sewer rehabilitation along North Carolina Street from Holly Street to Ash Street, sewer rehabilitation along the Big Ditch Outfall from George Street south to Crump Street; and sewer rehabilitation of a 200-foot segment from the Little River Outfall into old Cherry Hospital campus;
- Project is 95% complete;
- Five more services on Carolina Street and punch list items remain to be completed.

2017 Water System Improvements
- This project consists of creating a separate pressure zone in the New Hope area by installing a booster pump station at the New Hope Water Tank and a couple of pressure reducing valves at the extreme ends of the new pressure zone;
- Design plans and specifications anticipated for approval by NCDEQ in October/November 2021.

Ash Street/Alabama Avenue Sidewalk
- This project consists of installing sidewalk from the right-of-way of NC Railroad along Ash Street to Alabama Street then down Alabama Street to Oak Street;
- Construction plans are 90% complete;
• This project is temporarily on hold.

**2019 Water Improvements Project**
• The Wooten Company engineering agreement provides services for preliminary engineering report and environmental report for substandard City of Goldsboro water lines;
• PER/EID Report submitted to DWI for review and approval.

**Little/Big Cherry Pump Station Relocation and Improvement**
• WithersRavenel engineering agreement provides services for project management, engineering report and environmental information documentation for Little/Big Cherry Pump Station;
• PER/EID Report due to DWI by October 1, 2021.

**Stormwater Control Measure (SCMs) Inspections**
• Approximately 308 SCMs have been approved and 258 SCMs have been constructed to date;
• All SCM inspections are temporarily on hold pending completion of SCM Certification Class by newly hired construction inspector.
## FY 20-21

<table>
<thead>
<tr>
<th>Revenues</th>
<th>August-20</th>
<th>Adjusted Budget</th>
<th>August-21</th>
<th>Collected</th>
<th>YTD %</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>$ 2,557,394</td>
<td>$ 45,835,802</td>
<td>$ 4,119,830</td>
<td>8.99%</td>
<td></td>
</tr>
<tr>
<td>Utility Fund</td>
<td>3,076,139</td>
<td>20,739,218</td>
<td>3,540,906</td>
<td>17.07%</td>
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</tr>
<tr>
<td>Downtown District Fund</td>
<td>7,282</td>
<td>95,174</td>
<td>3,571</td>
<td>3.75%</td>
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<tr>
<td>Occupancy Tax Fund</td>
<td>157,957</td>
<td>1,139,668</td>
<td>174,493</td>
<td>15.31%</td>
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<tr>
<td>Stormwater Fund</td>
<td>256,871</td>
<td>1,576,200</td>
<td>540,028</td>
<td>34.26%</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$ 6,055,643</strong></td>
<td><strong>$ 69,386,062</strong></td>
<td><strong>$ 8,378,829</strong></td>
<td><strong>12.08%</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditures</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>$ 6,381,092</td>
<td>$ 45,835,802</td>
<td>$ 7,328,895</td>
<td>15.99%</td>
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<tr>
<td>Utility Fund</td>
<td>2,712,394</td>
<td>20,739,218</td>
<td>1,855,253</td>
<td>8.95%</td>
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<tr>
<td>Downtown District Fund</td>
<td>139</td>
<td>95,174</td>
<td>3,942</td>
<td>4.14%</td>
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<tr>
<td>Occupancy Tax Fund</td>
<td>43,015</td>
<td>1,139,668</td>
<td>83,620</td>
<td>7.34%</td>
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<tr>
<td>Stormwater Fund</td>
<td>132,613</td>
<td>1,576,200</td>
<td>367,679</td>
<td>23.33%</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$ 9,269,253</strong></td>
<td><strong>$ 69,386,062</strong></td>
<td><strong>$ 9,639,388</strong></td>
<td><strong>13.89%</strong></td>
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## FY 21-22

<table>
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<tr>
<th>Revenues</th>
<th>August-20</th>
<th>Adjusted Budget</th>
<th>August-21</th>
<th>Collected</th>
<th>YTD %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property/Occupancy Taxes</td>
<td>$ 1,131,356</td>
<td>$ 18,876,693</td>
<td>$ 1,093,800</td>
<td>5.79%</td>
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</tr>
<tr>
<td>Charges for Services</td>
<td>3,755,164</td>
<td>23,836,557</td>
<td>4,300,528</td>
<td>18.04%</td>
<td></td>
</tr>
<tr>
<td>Revenue Other Agencies</td>
<td>23,313</td>
<td>19,483,742</td>
<td>38,550</td>
<td>0.20%</td>
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<tr>
<td>Other Revenues</td>
<td>384,070</td>
<td>3,282,836</td>
<td>2,143,991</td>
<td>65.31%</td>
<td></td>
</tr>
<tr>
<td>Fund Balance</td>
<td>-</td>
<td>698,394</td>
<td>-</td>
<td>0.00%</td>
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<tr>
<td>Shared Services</td>
<td>761,739</td>
<td>3,207,840</td>
<td>801,960</td>
<td>25.00%</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$ 6,055,643</strong></td>
<td><strong>$ 69,386,062</strong></td>
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</table>

<table>
<thead>
<tr>
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<th></th>
<th></th>
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<th></th>
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</thead>
<tbody>
<tr>
<td>Labor</td>
<td>$ 4,467,646</td>
<td>$ 32,064,318</td>
<td>$ 4,422,046</td>
<td>13.79%</td>
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</tr>
<tr>
<td>Non-Labor</td>
<td>4,801,607</td>
<td>37,321,744</td>
<td>5,217,342</td>
<td>13.98%</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$ 9,269,253</strong></td>
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<td><strong>$ 9,639,388</strong></td>
<td><strong>13.89%</strong></td>
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</tbody>
</table>

## MAJOR CATEGORIES

<table>
<thead>
<tr>
<th>Revenues</th>
<th>FY 20-21 Actual</th>
<th>Adjusted Budget</th>
<th>FY 21-22 Actual</th>
<th>YTD %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property/Occupancy Taxes</td>
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<tr>
<td>Fund Balance</td>
<td>-</td>
<td>698,394</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>Shared Services</td>
<td>761,739</td>
<td>3,207,840</td>
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</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Expenditures</th>
<th>FY 20-21 Actual</th>
<th>FY 21-22 Actual</th>
<th>YTD %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor</td>
<td>$ 4,467,646</td>
<td>$ 32,064,318</td>
<td>13.79%</td>
</tr>
<tr>
<td>Non-Labor</td>
<td>4,801,607</td>
<td>37,321,744</td>
<td>13.98%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$ 9,269,253</strong></td>
<td><strong>$ 69,386,062</strong></td>
<td><strong>13.89%</strong></td>
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</tbody>
</table>

## SELECTED OTHER INFORMATION

<table>
<thead>
<tr>
<th>Collections</th>
<th>FY 20-21 Actual</th>
<th>FY 21-22 August-21</th>
<th>Total Collected F-YTD</th>
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</thead>
<tbody>
<tr>
<td>Debt Setoff</td>
<td>$ 44,690</td>
<td>$ 239</td>
<td>$ 2,707</td>
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<tr>
<td>Surplus</td>
<td>$ 58,361</td>
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</table>
The cause of fire incidents was determined 90.5% of the time. 9.5% of fire incidents were classified as undetermined or still under investigation.

The average response time of first arriving unit was 4:19.

The full response within 8 minutes occurred 97.8% of all calls.

78% of Inspection Violations were cleared within 90 days.

There were 2 Civilian injuries, 0 Civilian deaths, 1 Fire Service injuries, and 0 Fire Service deaths.

The American Red Cross assisted 4 families due to displacement because of fire damage.

Fire prevention and community service activities included: Car Seat Safety Checks with Safe Kids of Wayne County, a Community Event at North End Park and Hamilton Drive Neighborhood, several Preschool and Elementary School Truck Displays and Station Tours for Community Helper week, NC Freedom Fest, and Birthday Ride-by Celebrations. 440 Adults and 521 Children received fire prevention education.
Human Resources

- Staff is working on personnel policy updates.
- Staff continues to benchmark positions and perform salary analyses.
- Senior HR Consultant performed virtual resume reviews with North Carolina A&T students on September 9 and attended a virtual career fair on September 15. Interviews were held with undergraduate, graduate, and PhD students.
- Supervisors are completing annual evaluations for the reporting period ending September 30.
- Pierce representatives will be on site October 4-29 to conduct 2022 Open Enrollment for supplemental benefits. This is mandatory for all employees. Open enrollment for the NC State Health Plan begins October 11 and ends October 29.
- Upcoming recruiting events – October 21 Virtual Career Fair with UNC-Pembroke.

Safety

- Completed City Hall fire extinguisher and defibrillator inspections.
- September 6 – Accident investigation on base at Seymour Johnson AFB involving Solid Waste vehicle.
- September 7, 8 – Pre-inspections of Compost Facility and Public Works prior to OSHA visits.
- September 13 – OSHA Consultation visit to Compost and Herman Park Center.
- September 14 – OSHA Consultation visit to Public Works.
- September 16, 17 – Conducted stage inspections and safety inspections for amusement rides for North Carolina Freedom Festival.
- September 18 – Safety and concert management during the NC Freedom Festival.
- September 23 – Accident investigation involving a Solid Waste vehicle.
- September 24 – Investigated Compost Facility fire which caused 25K in damages.
- September 24 – Accident investigation involving a fleet maintenance vehicle.
- September 28 – Final OSHA paperwork sent to directors involved in consultative visit.
- September 29 – ZOOM meeting with City Manager and NC Freedom Fest Committee.
- September 29 – Meeting with Tomey Jones, Solid Waste Superintendent, regarding Solid Waste vehicle accidents.
- Safety Committee meeting scheduled for October 12 at 8 am.
- Completing paperwork for OSHA visits.
- Assisted benefits consultant with distribution of open enrollment communication to employees.
- Field Safety with crews and private contractors.

Occupational Health

The Occupational Health Nurse continues to provide guidance regarding CDC guidelines and COVID protocols. There were 134 clinic visits this month. No random drug screens or post-accident drug screens this month. The City hosted a blood drive at Public Works on September 7. Flu shots were administered at City Hall on September 27 and will continue throughout October.
## MONTHLY STATISTICS

<table>
<thead>
<tr>
<th></th>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
<th>APR</th>
<th>MAY</th>
<th>JUN</th>
<th>JUL</th>
<th>AUG</th>
<th>SEP</th>
<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
<th>AVG</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Employment</strong></td>
<td>569</td>
<td>566</td>
<td>562</td>
<td>562</td>
<td>557</td>
<td>554</td>
<td>550</td>
<td>550</td>
<td>544</td>
<td>557</td>
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*Note: Hiring and separation statistics (resignations, retirements, and terminations) represent full-time and permanent part-time personnel.*
• Completed Office 365 Licenses Migration; Completed Office 365 Backup Configuration.
• Completed Active Directory Sync with Azure.
• Completed GWTA Camera Project.
• Resolved Padtrax/RMS connection issue; Resolved MFR issue for GPD.
• Completed Nutanix Bootcamp for two staff.
• Performed a live stream from our drone for GPD; Setup JOC Access to all City Cameras.
• Completed SPEDE Traffic Enforcement Module.
• Completed Compost Camera install; Gate Camera replacement for the Water Plant.
• Completed indoor Wireless Access Point Project; Replaced Access Point at the John Street & GPD.
• Installed new camera at WRF Admin Building.
• Repaired AC unit in basement of Historic City Hall.
• Resolved RMS Issues for GPD; Connected eCrash to the State for GPD; Collected Tsunami footage for GPD; Met with County regarding new CAD System.
• Started Phase 1 of ESO Firehouse Upgrade; Exported data from Firehouse to ESO for data conversion; Completed FARO Licensing issue for GFD.
• Completed Phase 1 of Banner Upgrade for 2021.
• Supported IT needs for Freedom Fest.
• Updated JPro software for Garage.
• Received a Finalist Award for Overall Citizen Experience 2021.

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<th>JUN</th>
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<th>AUG</th>
<th>SEP</th>
<th>OCT</th>
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<td>564</td>
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The valuation of all permits issued for September totaled $8,430,079. While Covid-19 is still a major concern for our local economy, development has taken an upward trend compared to the past several years.

All permit fees collected for the month totaled $35,923. Of the permit fees collected for the month, $4,080 was collected in technology fees. Plan review fees collected during the month totaled $1,750. Business Registration fees collected totaled $1,560.

The Inspectors did a total of 590 inspections for the month. During the month of September, two (2) business inspections were completed. A total of 311 permits were issued for the month. Forty-five (45) plan reviews were completed for September.
---PARAMOUNT THEATRE---

- September capacity unrestricted; masks required.
- September activity included 8 rental/use days, including 4 public performances.
- September COVID-19 cancelled/rescheduled programming includes: 4 days, 3 public perfs.
- Repairs and Maintenance:
  - Sound system (Foundation funded), awnings (shared with Foundation), Roof (TBD)

---FINANCIAL---

- Revenues - $11,014: Tickets -$384 / Rentals- $8,978/ Concession- $1,652

---GOLDSBORO EVENT CENTER---

- September capacity unrestricted; masks required.
- September activity included 7 event rental days, including 3 non-revenue City events.
- September COVID-19 cancelled or postponed include 3 event rental days.
- Repairs and Maintenance:
  - Landscaping, tree-trimming, and front garden beds planned.
  - Improvements to parking lot lighting under consideration.

---FINANCIAL---

- Expenses – $8,520: Labor - $5,745 / Operational – $2,775
- Revenues – $6,192: Rentals - $4,459 / Amenities - $1,096 / F&B – $637
- City Use – $2205: Value of Non-revenue City use of facility
• Goldsboro Golf Course hosted the NC Freedom Fest Tournament on September 3rd – 50 players

• Our swimming pool season concluded on Monday, September 6th – both Mina Weil Pool and Peacock Pool were open during the summer months

• Special Populations Golf Outing at Goldsboro Golf Course – 14 participants

• Goldsboro Golf Course hosted the Lord’s Table Tournaments on September 17th – 60 players and Cooper’s Tavern Tournament on September 18th – 60 participants

• Parks and Recreation Staff played a key role in NC Freedom Fest being a successful event. Our staff coordinated the rentals for the port-a-johns, hand wash stations, generators, portable light towers, tent, tables and chairs; our staff transported the ice trailer from and to the supplier, our staff provided water access to the food vendors and cook teams; our staff picked up litter up and down Center Street the day of the festival; our staff staged the vendors along Center Street; and our staff built a double-sided sensory board for the inclusion area – estimated 10,000+ attendees

• Special Populations Dance held on September 23rd – 20 participants

• Goldsboro Golf Course City Championship held September 24th & 25th – 53 participants

• Fall Youth Sports started September 25th – 700+ participants

• Park Maintenance Staff continue to clean our park restrooms and the restrooms at the HUB daily

• Park Maintenance Staff continue to tend to the landscaping on Center Street

• As of July 2021, expenditures at all locations on the following report now reflect ALL STAFF associated with/assigned to that location – Full-time staff, Part-time staff and Seasonal staff
### 2021 Expenditures

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**TOTAL REVENUE FOR THE YEAR** $40,106  
**TOTAL EXPENSES FOR THE YEAR** $54,567

**Expenditures include part-time labor cost, facility operational cost, and full-time labor cost. Not included in expenditures is loan/bond payments and electricity for the areas with the exception of our Golf Course. All of these costs are included for our Golf Course Expenditures.**
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During the month of August, the Planning staff reviewed and signed off on all commercial and residential building and sign permits. Staff continues to prepare for upcoming meetings and has overseen contracted projects for the ADA Transition Plan, a marketing contract for GWTA and landscaping maintenance for Welcome to Goldsboro signs and enhancement areas. Staff is in the process for compliance with the NCGS Legislative 160D updates, including updating all copies online and in-office. On-going projects include tree and stump removal, preparation of transportation-related documents and preparation of case reports. Code Enforcement issues $25.00 parking violation tickets within the downtown area or upon notification elsewhere in the City. During the month of September (6) tickets were issued.

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GOLDSBORO POLICE DEPARTMENT
September 2021
Prepared By: Michael D. West
Date Prepared: October 8, 2021

Total Part I Crime (Homicide, Rape, Robbery, Aggravated Assault, Burglary, Larceny, Motor Vehicle Theft, and Arson) for September 2021 were 144, compared to 155 for September 2020.

Property with an estimated value of $270,052 was reported stolen, while property with an estimated value of $71,889 was recovered.

Officers arrested 131 people and issued 327 citations during the month. There were 36 drug-related charges.

There was 0 report(s) of assault(s) on officer(s).

Revenue collected for September 2021 included:

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### PART I CRIME COMPARISON & TREND

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**TOTALS** 143 124 147 172 151 140 169 144 **1302** **144.1**

www.goldsboronc.gov
Water Treatment Plant

- The Water Treatment Plant operations are proceeding smoothly.
  - The EPA signed the Lead and Copper Rule revisions on June 10, 2021. The effective date is set for December 16, 2021. Mandatory increases to sampling, education, inventory, and service line replacement are of note. More resources are needed to meet these requirements, which have been cut from recent budget requests.
  - Dredging has been completed at the Neuse River intake screen. We are waiting on scheduling from Divers to clean the Intake Structure Screen
  - One uncertified operator is working towards certification.

Water Reclamation Facility

- The Water Reclamation Facility (WRF) operations have been demanding. In 2021, the plant is operating at 90% capacity. The average daily flows for September were 7.98-MGD.
  - All of the city’s 26 pump stations are operating well, with the exception of the 117, Little Cherry, and New Hope pump station bar screens, impacts from high flows, and Big Cherry’s generator is only able to run in manual and parts are ordered.
  - Remote communication with the obsolete telemetry system continues to be prepared for an upgrade. Failed telemetry radios have delayed emergency response, but no violations have occurred during each event. Monies were approved with ARP funds to repair.
  - 3 Operators made their Grade I Certifications.
  - One uncertified operator is working towards certification.

Compost Facility

- Two-hundred and Eighty Three cubic yards of compost and mulch were sold in September 2021.

Historical data for water and sewer volumes are in million gallons per day (MGD) and are average daily flows for each month.

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<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
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<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
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*Water permit- 12.0 MGD; **Wastewater permit- 14.2 MGD

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<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
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*Water permit- 12.0 MGD; **Wastewater permit- 14.2 MGD
## Monthly Highlights

**Buildings & Grounds:** Multiple electrical, plumbing, structural, etc. repairs Citywide—Focused on enhancement area at Peachtree St. & Hillcrest Dr; Prepared for Christmas lights to be installed within downtown.

**Distribution & Collections:** Call duty responded to 16 after hour calls—total of 18.5 hours.; Mowed approximately 7 miles of outfall lines; Completed 108 work orders total, assisted WRF with setting up a 12 inch pump.

**Streets & Stormwater:** Call duty had no emergency calls this month; Assisted Solid Waste division with repairs at Transfer Station; Completed multiple street repairs and pipe installations Citywide.

**Solid Waste:** Transfer Station was inoperable for about 2 weeks due to repairs needed to trailer platform. Refurbished loading dock/platform that enabled continued operations.

### Departments

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<td><strong>Streets Swept (miles)</strong></td>
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<td>50</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td><strong>Pip &amp; Open Ditch Maint (1000-ft)</strong></td>
<td>17.3</td>
<td>17.3</td>
<td>17.3</td>
<td>17.3</td>
</tr>
<tr>
<td><strong>Ditch mowing (1000-ft)</strong></td>
<td>14.0</td>
<td>14.0</td>
<td>14.0</td>
<td>14.0</td>
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<tr>
<td><strong>Storm Pipe Repairs</strong></td>
<td>1.3</td>
<td>1.3</td>
<td>1.3</td>
<td>1.3</td>
</tr>
</tbody>
</table>

**Date Prepared:** 11 October 2021

**Prepared By:** Chad Edge

**Public Works Department**

**September 2021**

**North Carolina**

[worldsboronc.gov](http://www.worldsboronc.gov)
● Inquiries were fulfilled for the month of August by the TTO—510 e-inquiries.

● Total hotel revenue generated in August was $2,138,653, which is up 7.1% YOY. September revenue not yet released.

● For the month, TTO Facebook page had 214 page likes and 219 new follows. Instagram page has 24 new followers.

● T&T launched their yearly Totally Fly Ghost Tours, which will run from Oct. 1 - Nov. 20. Due to high demand in previous years, the tours dates have been extended into November.

● T&T’s sponsored article with Our State Magazine was released, entitled Celebrate Autumn in Wayne County, featuring Hood Swamp Corn Maze, R & R Brewing and T&T’s Totally Fly Ghost Tours. The article can be viewed here.

● T&T met with Mountains to Sea Trail and the Economic Development Association (EDA) regarding the newest round of ARPA funding for Travel, Tourism, and Outdoor Recreation. The latest land route proposal is a great resource to use to apply for funding to acquire and construct the land route in Goldsboro-Wayne County for the state-wide trail. T&T is exploring the best path forward for crafting a competitive grant application to secure funding for this project.

● Director contacted NC DHHS regarding the old Cherry Hospital grounds and the State Owned Property Office about the MST segment of land trail in the western side of Goldsboro that touches these assets. They verbalized their support of a land trail, pending EDA funding award.

● T&T attended the NC Sports Association inaugural Diversity Summit. The two-day conference was an educational event with guest speakers from LGBTQIA+ and BIPOC communities to help destinations understand how to be more inclusive with minority populations.
T&T submitted a proposal to host the USTA Junior State Championships in 2022 and 2023. T&T also was awarded the 2022 and 2023 USTA Adult State Championships. This tournament has been hosted in Goldsboro since 2013.

City Occupancy Tax Collections

<table>
<thead>
<tr>
<th></th>
<th>July</th>
<th>Aug</th>
<th>Sept</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>YTD</th>
<th>Average</th>
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</thead>
<tbody>
<tr>
<td>2021-22</td>
<td>$77,369</td>
<td>$89,826</td>
<td>$103,501</td>
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<td>$</td>
<td>$</td>
<td>$</td>
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